



QUECHAN INDIAN TRIBE
Ft. Yuma Indian Reservation
HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 919-3600

Fax (760) 919-3661

POSITION DESCRIPTION

Position: Administrative Assistant

Salary: \$16.00 - \$26.00 Non-Exempt

Opens: Monday, July 8, 2024

Closes: Friday, July 19, 2024

BASIC FUNCTION:

Under the direct supervision of the Human Services Director.

The incumbent is responsible for assisting and supporting the Human Services Director and Clinical Supervisor in the daily administrative duties and operations, meetings and clerical tasks that ensure efficient operations as deemed necessary for the Health and Human Services Division.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our Management, Children, Parents, Co-workers, and others by being courteous, conscientious, and kind-spirited.

DUTIES AND RESPONSIBILITIES:

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members, and all levels of staff and management.
- Provides high-level administrative support and assistance to the Human Services Director and Clinical Supervisor.
- Attends scheduled meetings and take minutes, develop agendas (as requested), collate minutes, and distribute to all interested parties as deemed necessary.
- Maintain the Human Services Director and Clinical Supervisor calendars by scheduling and organizing regular meetings as deemed necessary by the Human Services Director and Clinical Supervisor.
- Assist with production of presentation materials for meetings and site visits as requested and retrieve documents, records, and reports.
- In conjunction with the Human Services Director and Clinical Supervisor, participate in program planning to develop, implement, and evaluate policies and procedures in accordance with the CFR Regulations, and protocols to ensure compliance with tribal, state, and federal guidelines and regulations.

- Achieves financial objectives with the Human Services Director and Clinical Supervisor by assisting in preparing the annual budgets, inclusive of operational plans and objectives; recommends staffing and expenditures.
- Coordinates, and assists as needed, with the Human Services Director and Clinical Supervisor to develop and allocate resources efficiently in accordance with the Social Services operating budget.
- Maintains current knowledge of changing or updated regulations, requirements and laws with the ability to read, comprehend and provide interpretation of those requirements to clinical staff.
- Maintains knowledge of grant/contract compliance by documentation of concerns, recommended solutions, final resolutions (corrective actions, improvements, etc.)
- Oversee day-to-day administrative tasks, including answering phones, managing emails, and handling correspondence.
- Coordinate office activities and schedules to ensure efficient use of time and resources.
- Oversee the maintenance of office supplies inventory and reorder supplies as needed to support daily operations.
- Supports logistic planning and making appropriate reservations for events and travel as requested by the Human Services Director.
- Clear understanding of the theory of change, operations, services, staffing structure of the organization and ability to disseminate information to both internal and external audiences.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Participate in staff development and all required meetings.
- Maintain all official administrative files in a current and organized format. File and retrieve organizational documents, records, and reports.
- Maintain confidentiality in all aspects of client and employee information in accordance with the Quechan Indian Tribe Personnel Policy Manual Chapter Two Code of Conduct 2-8 Confidential Nature of Work.
- Answer the telephone and handle all necessary arrangements and details for messages and voicemails as deemed necessary.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for the Human Services Director.
- Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Utilize operational databases for creating mailing lists, labels, merged form documents and report Developing and maintain systems (including electronic filing to organize materials, letters, contracts) etc.
- Ensure that grant proposals align with the organization's strategic priorities, program objectives, and funding requirements.
- Coordinate with finance and administrative staff to gather necessary financial data, budget information, and compliance documents for grant submissions.
- Assist with financial tasks, such as invoicing, billing, and expense tracking.

- Prepare and reconcile financial reports, including budgets, expense reports, and accounts payable/receivable.
- Oversee the maintenance and upkeep of the office space, including equipment, furniture, and facilities.
- Coordinate with vendors and service providers for repairs, maintenance, and office improvements.
- Other duties as assigned to promote the efficiency and effectiveness of the Health and Human Services Division.

REQUIRED SKILLS AND ABILITIES:

- Leadership – has the ability to delegate and communicate effectively. In addition, this person must properly allocate resources to achieve directives.
- Problem solving – identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Interpersonal skills – maintains confidentiality, remains open to others' ideas, and exhibits teamwork.
- Oral communication – speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts meetings.
- Written communication – edits work for spelling and grammar, presents numerical data effectively and can read and interpret written information.
- Planning/organizing – prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Quality control – demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability – adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.
- Dependability – consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- Safety and security – actively promote and personally observes safety and security procedures and uses equipment and materials properly.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Able to type a minimum of 50 words per minute.
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.

QUALIFICATIONS:

- Must have a High School Diploma or GED equivalent.

- Associate of Applied Science (AAS) degree in administrative assistance and or, an associate degree in office management, or Business Administration, or Business Management, from an accredited college preferred or related field.
- Must possess and maintain a Valid Driver License and be insurable by the Quechan Indian Tribe.
- 3 to 5 years of progressive administrative experience
- Proven admin or assistant experience
- Evening, graveyard, holiday and/or weekend work will be required. Extended hours and irregular shifts will be required.
- Willing to travel and participate in training as recommended or required by the Social Services Director.
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning Skills.
- Excellent interpersonal skills.
- Demonstrated ability to exercise good judgment under stressful situations.
- Ability to maintain confidentiality at all times.
- Ability to perform essential job duties and exhibit “follow through” on tasks and goals. Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Ability to read and interpret written information; ability to write clear statements; ability to communicate orally.
- Current Food Handlers Card (or obtain one within 30 days of hire) and maintain such certification while employed within the Health and Human Services Division.
- Must have or be able to obtain CPR, First Aid, and AED certification within 3 months of hire and maintain such certification while employed within the Health and Human Services Division.
- Completion of FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- Must be able to obtain a Level-1 Fingerprint Clearance Card.
- Must be able to establish a working relationship with the public, staff, students, and community members, representatives of agencies, organizations, and groups.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and office management software.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Commitment to cultural competency, equity, and social justice in healthcare delivery
- Overtime and weekend work is required when mandatory assigned in accordance with the Quechan Indian Tribe Personnel Policy Manual Chapter Five Compensation.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 279

Fax: (760)572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.