

COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

POSITION DESCRIPTION

TITLE: Administrative Assistant to the Executive Health Director

INTRODUCTION: This position is located in the CATG Yukon Flats Health Department based in Ft. Yukon. The purpose of the position is to provide administrative support to the Health Director with the day-to-day management of the Health Department. The incumbent works under the direct supervision of the Health Director.

MAJOR DUTIES AND RESPONSIBILITIES:

- Organizes the office workflow to meet deadlines and the level of quality established by the Health Director.
- Maintains the Health Director's calendar.
- Provides confidential secretarial services.
- Requests travel documents for the Health Director.
- Directs and assists in the establishment and maintenance of records, files and data information systems for the CATG Health Department.
- Prepares correspondence, reports and other documents for the Health Director.
- Assists the Health Director with preparation of monthly, quarterly, and annual reports.
- Assists in the preparation of Health Department policies and procedures.
- Participates in the grant and contract activities of the Health Department which includes applications, renewing, monitoring, and reporting.
- Prepares the report packets for the monthly Health Board teleconferences. Records, transcribes and distributes the teleconference minutes.
- Assists with the coordination of special functions such as the CHAP/CI Health Aide Retreat.
- Initiates and processes medical provider credentials and privileges documents including following up on references, completing the appropriate forms, and presenting information to the Health Director.
- Abides by the Federal Privacy laws regarding the confidentiality of patients and coworkers.
- Attends confidential personnel meetings.

- Places policies and procedures, health board meeting minutes, and other documents on the CATG computer shared drive.
- Performs other related duties.

QUALIFICATIONS:

- An AA or AS Degree or certification from an accredited college or secretarial training program with a major emphasis in Business Administration and/or Secretarial Sciences, plus a minimum of two years of general administrative work experience; or
- A High School Diploma with a major emphasis in Business Administration and/or Secretarial Sciences, plus a minimum of three years of general administrative work experience;
- Skill in operating word processing equipment with a minimum typing speed of 50 wpm.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of budget and program development processes;
- Ability to establish and maintain effective working relationships with other employees, public and private officials, and the general public, in a pleasant and helpful manner;
- Ability to use transcribing machines, copiers, printers, FAX machines, and other office equipment;

OTHER:

- Experience working with or for an Indian tribe or tribal organization is preferred;
- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- As a Federal contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random anonymous testing thereafter.

Title:	Administrative Assistant to the Health Director
Location:	Fort Yukon, Alaska
Supervision:	Executive Health Director
Classification:	Full-time with Benefits
Salary:	DOE
Approved (Initials)	_____
Date:	open till filled