

UPDATED JOB ANNOUNCEMENT

POSITION: Community Health Administrative Assistant

PROGRAM: Community Health Department

SUPERVISOR: Community Health Nurse/Nurse Practitioner

SALARY: \$19.75-\$21.45 per hour (Grade 16-18 Step-01)

CLASSIFICATION: NON-Exempt

BUDGET LINE ITEM: 20-3000-9016-26-6000

LOCATION: Owyhee, Nevada

OPENS: October 17, 2025

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (I) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

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SPECIAL CONSIDERATIONS:

Because of the sensitive and trusted nature of this position, the Administration Assistant is subject to initial, for cause, and suspicion less (random) drug/alcohol testing and a thorough background check. This individual works in patient situation requiring mental alertness and in the course of employment, regularly comes into contact with children and seniors.

SUMMARY OF FUNCTIONS:

Under the supervision of the Community Health Nurse/Nurse Practitioner at the Owyhee Community Health Facility, the incumbent will be responsible for performing the office duties for the Community Health Department and positions it oversees. The Community Health Administrative Assistant will also support the management of the Transport Drivers, Community Health Representatives, and Community Nurse/Nurse Practitioner's clinic/home visits, medicine deliveries, and transportation appointments by maintaining the schedule and making the necessary phone calls to community members, OCHF staff, and outside healthcare providers.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Manages incoming & outgoing calls from/to community members, outside healthcare professionals, organizational leadership, different departments within the organization and others, in a pleasant and appropriate manner. Assisting those individuals within appropriate guidelines and/or directing their calls to the appropriate personnel as needed.
2. Maintains accurate Community Health Department meeting minutes. Assists with monthly reports. Establishes and maintains files in accordance with established procedures.
3. Schedules/coordinates pick-up/drop-off for local transportation and medication deliveries on scheduling software and appropriate staff for those community members needing assistance with traveling to and from the clinic.
4. Schedules and coordinates outside local area transportation, such as dialysis, clinic visits, and other transportation needs approved by the Community Health Nurse/Nurse Practitioner and/or the THA, according to established guidelines.
5. In case of low staffing in the Community Health Department, local transportation and/or medication delivery may be requested by Community Health Nurse/Nurse Practitioner for that day. A high standard of trust and a clean driving record is required.
6. Provides PBX back-up when needed; on a rotating schedule.
7. Acts as a liaison between the community members, the CHRs, transportation drivers, and providers here at the OCHF.
8. May also assist case manager in obtaining proper signatures, paperwork, and management of DMEs within the community, under the guidance of the Community Health Nurse/Nurse Practitioner.
9. Notifies appropriate personnel of scheduled appointments, changes, or cancellations when clients give such notification.
10. Checks E-mail, mailroom, and other forms of notifications daily for facility-wide communications.
11. Is responsible for maintaining, tracking, and keeping records regarding the durable medical equipment belonging to the OCHF. May also be needed to assist the CHRs or transport drivers with obtaining DME equipment, in person, after contacting the patient once their use is no longer required.
12. Willingness to work with elderly, disabled or handicapped individuals; showing patience, understanding along with having a pleasant attitude when they come to the Community Health Department office.

13. Complies with departmental standards regarding appearance, performing duties, punctuality and dependability.
14. During disaster and emergency situations, staff is subject to recall to duty.
15. Collects and submits time sheets to supervisor.
16. Assists Community Health Department staff with health educational awareness presentation, posters and flyers.
17. Works independently with little or no supervision.
18. Performs other related duties as assigned by immediate supervisor.

EDUCATION & WORK EXPERIENCE REQUIRED:

1. Must be High School graduate, preferably a degree in Associates in General Studies.
2. Knowledge of the health record aspects of patient care/services.
3. Maintains HIPAA and privacy standards. Ability to maintain a highly confidential standard regarding patient care.
4. Knowledge of human behavior during stressful situations in order to interact with patients and their families with emotional control, tact, patience and reliability when instituting patient care/ services.
5. Secretarial skills to include but not limited to:
 - a. Medical terminology
 - b. Document preparation, design
 - c. Advanced computer skills
 - d. AAAHC requirements relating to the different departments for which secretarial skills are needed.
6. Ability to provide guidance and leadership to other staff.
7. Knowledge of statistical procedures.
8. Two years of experience in a fast-paced office where multi-tasking is part of the daily workload.
9. Must maintain current state driver's license with a good driving record.

OTHER FACTORS INFLUENCING POSITION:

Guidelines: Community Health Department and OCHF policies will set the standard. National IHS CHR standards are also guidelines used. The incumbent must be alert to advise the RN/NP of significant patient data or change in findings.

Physical Demands: Work requires long periods of sitting at the computer. There is some walking, standing, bending, and carrying items such as boxes, binders, papers and books.

Work Environment: Work is normally performed in the Community Health Department at OCHF, though some local transportation needs may be required. The office is adequately lighted, heated and ventilated. Some degree of risk is involved when working with patients who may be sick and/or are having emotional difficulties while at the office seeking various services. Driving in Owyhee, NV may include rain, snow, ice, crickets, and other unforeseen events.

Personality Traits: Good judgment, flexibility, imagination, patience, realistic optimism, perseverance and ability to establish and maintain positive relationships with Native Americans and other professional staff is necessary.

HIPAA Privacy Act (Significant facts):

The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that come to his/her attention or knowledge. The privacy act carries both civil and criminal penalties for unlawful disclosure of records. Violation of such confidentiality shall be cause for adverse action.