



**Three Affiliated Tribes
Elbowoods Memorial Health Center**

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809



Job Description

ADMINISTRATIVE ASSISTANT

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Executive Admin Assistant	FLSA STATUS: FT-Regular
DEPARTMENT: EMHC Administration	LOCATION: CHRC Building
SALARY: \$20.00 – \$30.00 DOE/DOQ	OPENING DATE:
CLASSIFICATION: Non-Exempt	CLOSING DATE:

POSITION SUMMARY:

Reporting to the Administrative Officer, the Administrative Assistant ensures efficient daily operations for the Administrative Team. This role serves as a central resource for staff- coordinating meetings, assisting with timekeeping, and facilitating document routing between the Elbowoods Memorial Health Center and Tribal Administration Buildings. The position requires strict confidentiality, professionalism, and excellent customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides comprehensive clerical and administrative support, including drafting correspondence, proofreading documents, and managing electronic and paper filing systems.
2. Answers phones, greets visitors, monitors inventory, orders office supplies, and handles document copying, scanning, faxing and shredding.
3. Serves as the primary point of contact for staff seeking general administrative assistance.
4. Guides employees to appropriate resources and required forms without providing HR advice or policy interpretation.
5. Coordinates scheduling, prepares meeting agendas, packets, and presentation materials.
6. Attends meetings as assigned, records minutes, and tracks action items for follow-up.
7. Assists employees with timekeeping procedures, reviews timesheets for completeness, and routes payroll documents appropriately.
8. Facilitates the timely delivery, retrieval, and tracking of departmental documents between Elbowoods Memorial Health Center and the Tribal Administration Building.
9. Cross-trains with other staff to ensure continuity of operations, participates in required training, and assists with special projects as assigned by the Administrative Officer.
10. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;



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11. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
12. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
13. Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
14. Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center; and
15. Other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- **Analytical** – Evaluates data, identifying patterns and solving problems to improve office efficiency.
- **Problem solving** – Navigate sudden schedule changes and implement practical solutions with minimal disruption to office operations.
- **Verbal/written communication** – Manage office workflow, draft professional correspondence, and act as the primary liaison between executives, staff, and all stakeholders.
- **Quality management** – Enforce strict compliance standards to eliminate errors and boost overall office productivity.
- **Judgment** – The ability to make sound, timely decisions by analyzing available facts, understanding goals, and assessing risks.
- **Planning/Organizing** – The ability to establish clear action plans, prioritize competing tasks, and efficiently allocate time to achieve personal and organizational goals.
- **Safety and Security** – Blend rigorous regulatory knowledge, risk prevention, and confidentiality management.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation and Elbowoods Memorial Health Center policy and procedures of personnel administration;
- Knowledge of sound techniques in all aspects of personnel management;
- Knowledge of the organizations and operations of administrative programs.



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Abilities

- Ability to develop long-term plans and programs and to evaluate work accomplishments;
- Ability to apply and adapt practices and techniques to the special requirements of senior management;
- Ability to establish and maintain effective relationships with other management staff, employees, and the public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to be punctual, reliable, able to maintain confidentiality and exercise sound judgement;
- Ability to learn and utilize electronic systems, including timekeeping software;
- Ability to prioritize multiple tasks and meet deadlines;
- Ability to work independently and collaboratively within a team environment.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School Diploma and/or GED; **REQUIRED**
- Associate degree in Business Administration or a related field; **PREFERRED**
- Two (2) years of administrative, clerical, customer service or office support experience; **PREFERRED**
- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. i.e. RPMS/EHR;
- Knowledge of principles and practices of the organization;
- Operate standard office equipment;
- Must be punctual, reliable, dependable, and able to maintain confidentiality;
- Familiarity with MHA Nation culture, values, and traditions;
- Valid Driver's License and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle; **REQUIRED**
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 5:00 p.m. CST;
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job:
 - Work is performed in an office environment with varying conditions of noise level, temperature, and illumination;
 - Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment;



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- Work situations may be stressful and require irregular hours;
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment;
- Work is performed inside with exposure to unpredictable crisis situations;
- Shift work may be required;
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required;
- Travel may be required to accomplish organizational goals;
- Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions:
 - The individual is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear;
 - The individual is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl;
 - The individual must regularly lift and/or move up to 25 pounds;
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
 - Must be alert, oriented, ability to perform with accuracy and always be self-conscious of surroundings.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other



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4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to ABR_MNTEMHCrecruitment@ihs.gov &
Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____