



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Health Center Administrative Assistant

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutetribe.com/job-openings/](http://www.quileutetribe.com/job-openings/)

Via email: [hr@quileutetribe.com](mailto:hr@quileutetribe.com)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Health Center Administrative Assistant**  
Supervisor: Health Director  
Location: Health Center  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E

### **POSITION SUMMARY:**

The Health Center Administrative Assistant provides administrative, clerical, and operational support to a multidisciplinary Tribal Health Center serving patients across a variety of health and wellness programs. This position serves as an important point of contact for patients, families, healthcare providers, Tribal Health staff, and community partners.

The Administrative Assistant supports the efficient day-to-day operation of the health center by coordinating schedules, maintaining records, assisting with communications, preparing documents, processing information, and providing excellent customer service in a culturally respectful and patient-centered environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Provide administrative support to multiple disciplines and programs within the health center, which may include medical, dental, behavioral health, pharmacy, community health, care coordination, public health, wellness, and other Tribal health services
- Receive, sort, distribute, and process incoming and outgoing mail, correspondence, and other materials
- Order and maintain office and clinic supplies; assist with inventory tracking
- Organize and participate in community outreach, health education events, Tribal activities, health center initiatives, and other special projects as assigned
- Serve as a liaison between the health center administrative team and staff, stakeholders, and external organizations, ensuring effective communication and timely responses to inquiries
- Draft, proofread, and format reports, presentations, correspondence, and other documents as required by the health center administration. Maintain organized and accessible filing systems for health-related documents
- Arrange and prepare materials for meetings, including agendas, minutes, and action items. Follow up on meeting outcomes to ensure tasks are completed on time
- Assist with compiling routine reports, statistics, audits, and program documentation
- Maintain calendars, meeting schedules, staff communications, and administrative records
- Maintain, update, and coordinate renewal of staff credentialing and licensing
- Perform required monthly, quarterly, and annual compliance checks
- Maintain confidentiality of sensitive health data and personnel information
- Assist with coordinating conferences, workshops, and other health-related events. Work with the Tribe's travel coordinator to manage travel arrangements and itineraries for health center staff
- Assist with invoice processing, and procurement for health-related projects and initiatives

- Assist clinical departments with non-clinical administrative tasks to promote efficient patient flow
- Provide support for special health projects or initiatives by assisting with research, data collection, and project coordination tasks
- Will be a back up to patient care and clinic support such as assisting with answering phones, patient check-in or out, scheduling, or other support as assigned
- Assist management with bi-weekly timecard submittal reviews and processing as assigned
- Other duties as assigned.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software.
- Ability to learn and effectively use electronic health records and other healthcare information systems,
- Strong written and verbal communication skills.
- Ability to work both independently and as part of a team.
- Ability to manage multiple tasks and prioritize effectively with flexibility to adapt to changing priorities
- Excellent organizational skills and attention to detail.
- Ability to maintain confidentiality and handle sensitive information.
- Highly dependable and timely.
- Engaging effectively with the public, tribal leadership, and external agencies
- Knowledge of working with tribal healthcare operations and tribal communities including historical and inter-generational trauma, or willingness to learn
- Maintain respectful working relationships with Tribal leadership, employees, patients, families, community organizations, and healthcare partners.

### **WORK ENVIRONMENT:**

- Work is primarily performed in an office and healthcare setting with regular interaction with Tribal Members, patients, families, staff, and community members.
- Fast-paced environment with frequent interruptions and changing priorities.
- May require occasional community outreach, meetings, or events outside of the primary work area.

### **PHYSICAL DEMANDS:**

- Ability to sit and work at a computer for extended periods.
- Ability to frequently communicate in person and by telephone.
- Ability to perform routine office activities, including typing, filing, scanning, and handling documents.
- Ability to occasionally stand, walk, bend, and lift or carry office materials weighing up to 25 pounds.

## **SUPERVISORY RESPONSIBILITY:**

- None

## **QUALIFICATIONS:**

### **Required Qualifications:**

- High school diploma or equivalent
- Minimum of 2-3 years of administrative experience, ideally in a healthcare or public health setting.
- Completion of First Aid/CPR certification upon hire

### **Minimum/Preferred Qualifications:**

- Associate or bachelor's degree in health administration, business administration, or related field
- Proficient in EPIC EHR

## **GENEROUS BENEFITS PACKAGE:**

- Employer subsidized medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Disclaimer:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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