Houlton Band of Maliseet Indians

Job Description
Administrative Assistant

Wabanaki Vocational Rehabilitation Program

Status: Part-time – 20 hours
Supervised by: Vocational Rehabilitation Director

Description: The Administrative Assistant will provide all clerical support for the Wabanaki Vocational Rehabilitation Program staff and director.

Position Responsibilities:

- Provide clerical/secretarial support including typing, filing, photocopying, and mail distribution.
- Assist the Director in maintaining files.
- **Responsible for quality assurance of all files.**
- Answer the phone and route to appropriate personnel.
- Make travel and accommodation arrangements for staff.
- **Plan and orchestrate advisory meetings.**
- **Attend advisory meetings and prepare minutes.**
- **Arrange training for all staff.**
- **Maintain training log for staff.**
- **Responsible for developing/distributing brochures/letterhead/etc.**
- **Serve as Champion Volunteer for the HIV/AIDS Prevention Awareness Project.**
- Perform other duties as requested.
- Maintain strict adherence to confidentiality and the Privacy Act of 1974.
- Schedule appointments.
- Participate in Health Insurance Portability and Accountability Act (HIPAA) training as required by HBMI policy and maintain HIPAA compliance in performance of position function.

Minimum Qualifications:

- High School Diploma or G.E.D. required
- Must be computer literate
- Excellent communication/organizational skills

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:
Physical Abilities

Bending	O	Sitting	F	*N (Not Applicable)*
Carrying	O	Standing	O	*O (Occasionally) up to 2 hours a day*
Driving	O	Talking	F	*F (Frequently) 2-6 hours a day*
Handling	O	Walking	O	***C (Constantly) over six hours a*** *day*
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	C	50 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	O	