



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Circles of Care Administrative Assistant I

DEPARTMENT: Administrative & Office Staff

LOCATION: Offsite – 131 West Broadway, Anadarko

REPORTS TO: Circles of Care - Project Director

JOB SUMMARY:

Administrative Assistant will be responsible for the completion of activities associated with Circles of Care Program. Must provide effective and efficient support to the COC Program team to ensure smooth program delivery. This includes clerical support and maintenance of phone logs, preparation of to do lists, administrative, logistical and information management assistance to the Project Director and other team members, as well as planning and coordination of team activities (meetings, workshops, travel budgets).

CORE DUTIES AND RESPONSIBILITIES:

1. Provide operational, administrative and logistical service in the support of the program to the Project Director and Program Staff.
2. Acts as the main contact person during the absence of team members, and follows up on any emergencies with appropriate in-house staff.
3. Make travel arrangements for staff, prepares Travel Authorizations, coordinates flight and hotel information with designated staff, and prepares Travel Expense Report.
4. Submits purchase requisitions requests for payments and attaches all required supporting documentation.
5. Delivers and/or mails payments to vendors.
6. Responsible for daily mail in/out log.
7. Responsible for filing all documents related to the program.

8. Assist with scheduling and maintaining daily appointment calendar.
9. Performs other duties related to position as necessary or assigned.
10. Responsible for ordering necessary supplies and equipment.
11. Must have the ability to organize and maintain clear and concise records.
12. Must be knowledgeable in Microsoft Word, Excel, and PowerPoint database.
13. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding program.

EDUCATION AND EXPERIENCE:

1. Prefer an Associate's Degree in Business in Administration, Management or Mental Health related field. Experience and training in mental health projects and/or a combination of education may be substituted. However, candidate must have completed at least one (1) year in Business Administration, Management, or Mental Health related field from an accredited College or University and may combine any equivalent combination of experience, training, and/or education. The experience and training must be documented by previous work experience.
2. Have the ability to interpret and follow program guidelines relating to the Circles of Care and related programs.
3. Must be computer literate and able to operate software for letter processing and spreadsheets.
4. Must have ability to communicate clearly and organize work, pays prompt attention to to-do list.
5. Demonstrated ability to foster collaborative relationships. Ability to establish and maintain a positive working relationship with others.
6. Proven ability to work well with Indian families and children, and must have positive human interaction skills.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Preference for employment shall be given to Wichita Tribal members, descent, relation then qualified Indian applicants. This position may work outside of the normal work week. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

_____	_____
EMPLOYEE	DATE
_____	_____
DEPARTMENT SUPERVISOR	DATE
_____	_____
CHIEF OPERATIONS OFFICER	DATE
_____	_____
HUMAN RESOURCES DEPARTMENT	DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.