



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

## POSITION DESCRIPTION

**POSITION:** CBRF Administrative Assistant      **POSTING DATE:** 9-27-22  
**LOCATION:** CBRF      **CLOSING DATE:** 10-4-22  
**SALARY:** \$15.00 Non-Exempt      **PAYGRADE:** 3  
Negotiable Permanent Full Time

Supervised by/Reports to: CBRF Manager    Department: Aging & Disability Services    Division: Administration

**Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a provide a positive team environment where everyone contributes.**

## STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights, and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

**GENERAL RESPONSIBILITIES: The Administrative Assistant will perform a wide variety of administrative, CNA and light housekeeping duties for the CBRF with the goal of gaining full compliance with Department of Health Serviced Code 83 (DHS 83). This position requires strong communication, clerical, organization and multi-tasking skills.**

## DUTIES:

1. Will be responsible to assist management in with designated record keeping.
2. Perform various clerical duties relating to the updating and organizing of information at the CBRF as illustrated by the following:
  - a. Maintenance tasks relating to chart order, chart accuracy and chart data in accordance with DHS 83 requirements.
  - b. Keep all necessary lists, schedules and documentation required by DHS 83.
  - c. Answer the telephone in a professional manner; direct calls to appropriate individuals and/or take messages.
  - d. Properly dispose/retain all records in accordance with DHS 83.
3. Assist in maintaining various filing systems and records to include patient non-medical information, budget, payments etc. Assist management in Maintain training and continuing education records of staff.
4. Issue or locate documents (chart notes, medication lists, etc.) as needed.
5. Update all databases with designated patient information.
6. Will be the key operator of the office equipment. (Copier, fax, etc.)
7. As needed will perform CAN duties such as medication administration, assist residents with mobility, housekeeping or prescription pickups etc.
8. Create and maintain employee filing system in accordance with DHS 83.
9. Will oversee collecting rent payments and processing receipts.
10. Must always maintain strict confidentiality.
11. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
12. Must maintain an acceptable departmental attendance record.



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

13. Must be reliable and prompt when reporting to work
14. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
15. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

## **QUALIFICATIONS:**

1. Must have a High School Diploma or GED.
2. A minimum of one-year office/secretarial experience/information management is preferred. This experience should include a variety of office functions such as composing letters, phone correspondence, working knowledge of computers, filing, organizing.
3. Completion of required CBRF training preferred, must be completed within 90 days of hire.
4. Must be proficient in Microsoft Word, Excel, Power Point, etc.
5. Must be able to summarize and make concise notes of all activity at meetings.
6. Must have working knowledge of general office equipment.
7. Must have good organizational skills and be detail oriented.
8. Must be able to work within an environment of strict confidentiality and adhere to strict policy pertaining to confidential matters.
9. Must obtain and maintain an elder/youth license.
10. Must submit to a Criminal Investigation Background Check.
11. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during employment.
12. Must abide by departmental and organizational safety, testing, and uniform guidelines.
13. Must be eligible for coverage under the employer's liability insurance.
14. Must be able to meet physical requirements of position.
15. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

1. This is a largely sedentary role; however, some light housekeeping and CNA capabilities are required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.
2. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

### **SUBMIT APPLICATION TO:**

Human Resource Department  
P.O Box 70  
W12635 Cty A  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER.**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally funded.**



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: [bev.miller@mohican-nsn.gov](mailto:bev.miller@mohican-nsn.gov)

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

New Position: 05/15/2018  
Revised Position:

Tribal Council Approved:4-5-22  
Tribal Council Approved: