



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Administrative Assistant**
SUPERVISOR: Domestic Abuse Program Supervisor
LOCATION: LDF Domestic Abuse and Sexual Assault Program
POST DATE: March 22, 2023
CLOSING DATE: April 5, 2023

General Description: The primary responsibility of this position is to provide professional support for the program in the reception area of the Domestic Abuse Program offices. Assist with documentation and tracking of the program/shelter inventory and expenses and other duties as assigned.

Qualifications: High School Diploma or equivalent is required. At least one year of related experience in Administrative functions/or administrative professionals associate degree. Preference to have some experience of Domestic Abuse/Sexual Assault and willingness to learn and receive training in the field of Human Services. Must have a valid Wisconsin Driver's license, and be insurable.

Salary: \$15.00-\$18.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Administrative Assistant

B. DEPARTMENT: Lac du Flambeau Domestic Abuse & Sexual Assault Program

C. SUPERVISOR'S TITLE: Domestic Abuse Program Supervisor

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to professionally greet visitors, manage telephone calls and messages, and to provide general information regarding programs within the Lac du Flambeau Domestic Abuse Program. Specific responsibilities include but are not limited to the following:

1. Answer telephones, route calls, and take written messages.
2. Pick up client mail at post office/tribal center and distribute daily.
3. Greet all clients and visitors in a professionally warm welcoming manner.
4. Maintain cleanliness and appearance of front office area on a daily basis.
5. Maintain the Resource Library/conduct regular inventory/reorder of educational contents.
6. Inventory and reorder needed office materials.
7. Maintain a confidential record keeping system and report forms in accordance with program guidelines, strict client confidentiality is to be maintained at all times.
8. Learn the Osniium Client Database to input client information during intake process.
9. Assist Program Manager as directed with grant reporting, staff meetings, or other duties as assigned.
10. Assist advocates with making client referrals to other agencies and share information if their assistance is needed or desired, in accordance with the confidentiality policies and laws.
11. Develop and maintain cooperative and professional relationships within the tribal programs and other agencies and programs within the state.
12. Provide domestic abuse and sexual assault client education groups for shelter residents, outreach clients, the community, and local school.
13. Support the use of Native American cultural and spiritual activities with in the program.
14. Arrange all travel and training for staff as directed. This will include travel and training requests, hotel reservations, airline reservations, ground transportation, travel per diems, travel clear-outs, and training/trip reports.
15. Provide secretarial services by staff as needed.
16. Must provide a valid driver's license to drive Program GSA vehicles as needed.
17. Provide regularly scheduled maintenance for all GSA vehicles.
18. Provide on call duties or shelter coverage, if needed.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily contact with all program staff, clients, incoming clients within all levels of organization on a daily basis.

2. **External:** Frequent contact with public, clients, and children and other social services providing staff.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Perform job responsibilities receiving directions and supervision from the Lac du Flambeau Domestic Abuse Program Manager.

H. EDUCATION: High School Diploma or equivalent is required. At least one year of related experience in Administrative office functions/or administrative professionals associate degree.

I. EXPERIENCE:

1. At least one year of related administrative office functions.
2. Experience dealing with sensitive family situations in a non-threatening and professional manner.
3. Preference to have some experience of domestic abuse/sexual assault and the willingness to learn and receive training in the field of Human Services.
4. Knowledge and willingness to learn about the dynamics of family systems, domestic abuse, child abuse, sexual assault, child sexual abuse, alcoholism, drug addiction.

J. SKILLS:

1. Advanced computer skills (word, internet, email).
2. Knowledge of all community resources, how to access and how to collaborate services.
3. Strong interpersonal, organizational, and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, receive and provide feedback, manage discussions in meetings.
4. Ability to manage multiple tasks and prioritize for effective completion.
5. Ability to work cooperatively with other staff.
6. Ability to work with families of varying economic, social, and ethnic backgrounds.
7. Appropriate knowledge, experience and appreciation of local culture.
8. Excellent problem-solving skills to assure program and system continuity and effectiveness.
9. Maintain strict confidentiality of information received during performance of duties and knowledge gained through participation in meetings, crisis calls, conference calls, etc.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Individual will work primarily in an office setting, but will be required to leave the office frequently to run office errands, transport or meet client needs, and other professional responsibilities of this position.
2. **Exposure to Hazards:** The individual will be exposed to serious situations where they will encounter victims of crime and individuals who are deeply affected by stress and abusive family situations. The potential risk to an individual's personal health and welfare exists. Because this position requires frequent driving, there is a risk of injury by automobile.

