



**MI'KMAQ NATION**  
**JOB ANNOUNCEMENT**



**POSITION TITLE:** Community Health & Wellness Administrative Assistant

**CLASSIFICATION:** Salaried/Exempt

**IMMEDIATE SUPERVISOR:** Community Health & Wellness Director

**SALARY RANGE:** \$35,360-47,382.40 (\$17/hr.- 22.78/hr.)

**SUMMARY OF POSITION:** The Community Health & Wellness Program/Administrative Assistant will assist in ensuring the CHW division is operating administratively in an effective manner under the supervision of the Community Health & Wellness Director. This position will assist in managing administrative tasks and optimizing communication between divisions, client contacts, care management, various injury prevention/SDPI/Recreation/Division services. This position requires an elevated level of customer service skill, attention to detail and ability to follow through on tasks in a timely manner.

**EDUCATION (AND PERTINENT EXPERIENCE):** Bachelor's degree in related field (business, administration, behavioral health) with at least one year of office or program management skills; or combinations of successfully completed post-high school education with health care, office or management experience; or candidate demonstrates progressive experience in a health care system or office.

**LICENSES OR CERTIFICATES:** Valid driver's license

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Proficiency—with Electronic Medical Records systems and software applications, including Microsoft Office Suite. Excellent written and oral communication skills. Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events. Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance. Organization—the individual is self-directed, able to successfully prioritize competing priorities and methodically and efficiently complete tasks as assigned. Quality control—the individual demonstrates accuracy, thoroughness, and monitors own work to ensure completeness. Must have critical and analytical thinking skills.

**WORKING CONDITIONS:** Work is performed in an outpatient care setting, Tribal and community buildings (such as the wellness building) and patient homes. Required ability for long periods of regular and recurring standing, walking, bending and lifting no more than 50 pounds. There is exposure to contagious and infectious disease occasionally. Patients may be in all stages of change, and ability to learn de-escalation techniques is required. If you are interested in applying for this position you **must submit a completed job application;**

**A completed application includes copies of certificates/licenses/degrees stated in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).**

A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: MAY 10, 2024**

**Please send the completed Job Application to the following address or email:**

**Attn: Human Resource  
Mi'kmaq Nation  
7 Northern Road Presque Isle, Me. 04769  
[bdiamond@micmac-nsn.gov](mailto:bdiamond@micmac-nsn.gov)**

**Only individuals who have proof of full COVID-19 vaccination will be consider for hire.**

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.**