

## PAWNEE NATION OF OKLAHOMA

<b>Job Title</b>	<b>Administrative Assistant</b>
<b>Department</b>	<b>Diabetes Program</b>
<b>Division</b>	<b>Health and Community Services</b>
<b>Supervisor</b>	<b>Diabetes Coordinator</b>
<b>Position Overview</b>	Under direct supervision of the Diabetes Coordinator, provides clerical and administrative services to support in the implementation of goals and objectives of the Diabetes program.
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Assists the Diabetes Coordinator in developing and implementing Diabetes healthcare and education activities;</li> <li>2. Processes all paperwork related to program support, such as Purchase Requisitions, Invoices for Payment, Travel Documents, etc;</li> <li>3. Responsible for financial (cuff) recordkeeping and budget tracking, including the monthly reconciliation of cuff records with accounting reports;</li> <li>4. Responsible for composing and processing out-going correspondence, including letters, memos, reports, etc;</li> <li>5. Responsible for ordering and tracking inventory of programmatic and diabetes supplies and related materials;</li> <li>6. Assists clients by providing resources, information, and educational materials related to Diabetes;</li> <li>7. Responsible for purchasing and delivering grocery items and educational materials to weekly Diabetic breakfasts held in conjunction with the Diabetes Clinic at the Pawnee Indian Health Center;</li> <li>8. Maintains accurate client files, program files, and other necessary documents;</li> <li>9. Contributes to a team effort and accomplishes related results as required;</li> <li>10. Performs other duties, as assigned and within the scope of the position.</li> </ol>
<b>Educational Requirements</b>	<p><u>Minimum</u>: High school diploma or GED.</p> <p><u>Preferred</u>: Associates Degree in Health Education or related field of study;</p>
<b>Experience Requirements</b>	<p><u>Minimum</u>: Two (2) years clerical experience.</p> <p><u>Preferred</u>: Two (2) years of work experience in a health-related profession; Two (2) years of work experience in nutritional counseling and/or Diabetes education.</p>

