



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

ADMINISTRATIVE ASSISTANT- VICTIM’S SERVICES

Position Description

Opens: June 29, 2026 Closes: July 6, 2026			
Department:	Health & Human Services	Reports to (title):	Indian Child Welfare/Victim Services Manager
Job Code:	N-8 (Grade I) N-9 (Grade II) Depending on Qualifications	Job Location:	Bois Forte Health Services- Nett Lake, MN
Pay Range:	Min: \$16.05 Mid: \$20.06 Max: \$24.07 Min: \$17.01 Mid: \$21.26 Max: \$25.52	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	10/01/2025
Indian Child Protection Background:	Yes	Revised Date:	10/01/2025
Telework:	No		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

Administrative Assistant will provide support and at times work independently on specific tasks and projects as assigned. This position has contact with employees and community members and shall communicate with staff and public in an effective manner. Perform duties with efficiency, accuracy, and neatness. Having self-motivation, attention to detail, the ability to multi-task, desire to learn, organizational skills are essential for the position. The incumbent has access to sensitive, confidential information and must be able to maintain those assurances.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Greet all visitors in a welcoming manner, receive incoming calls, coordinates responses, while providing efficient services accurate information and present a professional image.
2. Observe and listen to visitors’ interests and assist the appropriate department.
3. Handle and process incoming and outgoing mail by documenting, date stamping, and distributing to appropriate staff.
4. Receive telephone calls and visitors, and coordinates responses.

Position Description

5. Organize work and priorities effectively under timeline pressure; and able to handle multiple tasks with attention to detail and adapt to frequently changing work demands.
6. Maintain professionalism when attending meetings and trainings.
7. Perform clerical and administrative functions such as drafting correspondence, organizing, and maintaining paper files, providing information to callers or visitors, arranging schedules for meetings and training, including making reservations for meeting rooms, scheduling participants, and notifying staff; maintains meeting minutes and prepares agendas.
8. Shall maintain a minimum of 20 hours per year of training pertaining to job duties.
9. Manage company vehicle maintenance and appointments.
10. Manage Requisitions, Purchase Orders and Check Request for the department.
11. Order and obtain office supplies, program inventory sheets, and cleaning supplies.
12. Maintain a clean and safe work environment.
13. Write letters and other correspondence, as needed for staff. Reviews documents to ensure completeness and appropriateness before mailing.
14. Organize and maintain files, records, manuals, policies, procedures, and other documents.
15. Maintain security of systems records, files, and confidentiality of materials (paper and electric filing).
16. Provide and/or arrange transportation as needed for clients/family.
17. Assess the need for and obtain resources for the families.
18. Enter information into Victim Services database system and retrieves information as needed.
19. Maintain effective professional public relations within the community and service agencies.
20. Participate in goal setting for Bois Forte functions and teamwork with other staff members.
21. Communicate effectively and work closely with co-workers, Manager, other agencies, and relay critical information and coordinate duties.
22. Strictly adhere to the Data Privacy Act, HIPAA regulations, policies, and procedures of the program.
23. Adhere to the requirements of a mandated reporter; submit reports and reports child maltreatment in accordance with the Tribal, State and Federal mandated reporting law requirements.
24. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
25. Perform other duties as assigned, specific to the assigned department.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

GRADE I

- Up to one (1) year of experience in an office support role.
- Up to one (1) year of customer service experience.

GRADE II

- One year or more Legal secretary experience or related field.

Education:

GRADE I

- High school diploma or GED equivalent.
Or
Three (3) years of related experience in a related field.

GRADE II

- Associate's degree in Business Administrative or related field.

License/Certification:

- Must possess a valid Minnesota driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.

Position Description

Mandatory Knowledge,
Skills, Abilities and
Other Qualifications:

- Knowledge of direct program services involving current standards in health care, child welfare, behavioral health, substance use, victim services, housing, elder & vulnerable adult, education, community referrals, to provide advocacy and enhance client functioning and access to identified community resources.
- Knowledge of providing clients with quality standards of service, evaluation of client satisfaction, and supportive services.
- Knowledge of human development and behavior, family dynamics, impact of trauma, culture, and disorders,
- Knowledge of computer software applications, internet, email, drafting documents, designing forms, data management, and tracking.
- Knowledge and ability to strictly adhere to the Data Privacy Act, HIPAA regulations, policies, and procedures of the program.
- Strong work ethic, maintain proper attendance, be dependable and on time, work flexible schedule and be able to follow and adhere to applicable policies.
- Ability to listen effectively, giving full attention to what other people are saying, taking time to understand points being made.
- Strong communication skills, ability to deliver information effectively, and speak clearly, and ask questions as appropriate.
- Communication skills for writing, understanding, documenting, preparing reports, corresponding, and researching.
- Strong self-motivation skills, adaptable to changes and able to work independently, as well as with others and accept supervision.
- Strong organizational skills, maintain clean office area, filing, compiling information, maintaining records, and prioritizing issues.
- Skill in operation of office equipment such as computers, facsimile, copier, scanners, telephone.
- Ability to multi-task with frequent interruptions and manage projects with varying deadlines.
- Ability to learn from training and apply to work performed.
- Ability to maintain documents, track referrals and enter electronic data accurately and promptly.
- Ability to provide excellent customer service skills, work as a team member, and work cooperatively with other agencies.
- Ability to handle crisis situations and intervene, respond, and function in highly stressful, or difficult situations and/or individuals, to deescalate individuals/families in uncooperative situations.
- Ability to assess immediate areas and safety, what constitutes intake assessment, what justifies an assessment, culture, evaluation of family strengths and needs, coordinating services.
- Ability to assist family needs, court reports, and referrals.
- Ability to comprehend Tribal, State and Federal laws, legal codes, court procedures, licensing standards, government regulations, executive court orders, agency policies and procedures, and ethics.
- Ability to be a mandated reporter, write/submit reports, and report child maltreatment in accordance with the Tribal, State, and Federal mandated reporting law requirements.
- Ability to organize, facilitate, and conduct meetings, attend team meetings, present ideas, and information.
- Ability to experience infrequent periods of moderate to high stress levels while working with families.
- Ability to use a variety of office equipment, possess working knowledge with Windows, Microsoft Outlook, Word, Power Point, and Excel.

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- Ability to maintain self-care, be self-aware, and self-regulate, be able to ask for assistance when experiencing secondary work trauma.
- Ability to communicate directly with Supervisor to ensure program and organization is represented in a professional manner.

PREFERRED QUALIFICATIONS

- None.

WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear, and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues. There are several deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues. Work in an extremely stressful environment where there are considerable mental and emotional demands. The types of situations that may be encountered, particularly with children, may involve causing emotional stress. There may be times when placed in a situation where own life may be threatened as well as life-threatening situations of others. This is standard language in the area of mental demand. The added language should be listed under duties/responsibilities or knowledge, skills, and abilities up above.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

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Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.