

## Equitable Healthcare Care

**Job Title:** Administrative Assistant, Home Health

**Reports To:** Chenoa Brown (Director)

**Supervises:** N/A

**Part-Time Compensation:** \$15,000-\$20,000  
**Annually**  
**Work Setting:** Hybrid

### Position Type

**State-of-the-art medical services and skilled in-home health care should never be out of reach. The Shinnecock Indian Nation founded a health organization to support individuals who have limited access to quality healthcare. Equitable Healthcare Corp provides professional, personalized care that is comprehensive, consistent, and convenient to keep lives in healthy motion.**

### Summary of Position:

Equitable Healthcare Corp is seeking a dynamic and strategic professional to join our team as the Administrative Assistant. In this key role, you will be responsible for establishing and maintaining communication between the Program Director and Caregiver Staff. The administrative assistant will be responsible for submitting payroll, general office duties, distributing information to the Elder Liaison, coordinating training dates with caregivers, making sure the performance aligns with company objectives, and guaranteeing that services provided to our patients and families meet the quality standards established by the company.

### Primary Duties and Responsibilities Include:

1. Implement administrative strategies to enhance efficiency and improve day-to-day operations.
2. Forward payroll to the appropriate department.
3. Organize and distribute pertinent information.

4. General office duties include but are not limited to photocopying and filing.

5. Confirming meetings and scheduled events.

**Position Requirements / Qualifications:**

1. Proven experience in administrative, clerical, or related roles.
2. Task oriented with keen attention to detail and a proactive approach.
3. Exceptional communication and interpersonal skills, with the ability to effectively collaborate with all internal health departments.
4. Advanced degrees or certifications in the administrative role are a plus.
5. Experience in the home healthcare industry is desirable but not required; familiarity with home healthcare delivery models is advantageous, however candidates from the health industry must possess the necessary mental flexibility to comprehend the differences between a traditional healthcare model.

Join Equitable Healthcare Corp and play a pivotal role in shaping our home healthcare strategies to drive operational excellence and deliver exceptional healthcare services to our community. If you are a strategic thinker with a passion for building strong partnerships and optimizing home healthcare, we invite you to apply for this exciting opportunity.

**Additional Information:**

- Compensation: \$15,000-\$20,000 Annually
- Work Setting: Hybrid
- Home Healthcare Setting

NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).