



## JOB VACANCY

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The mission of the Sacramento Native American Health Center, Inc. is to carry out the legacy of a healthy American Indian and Alaskan Native community based on cultural values delivered through traditional, transformational, innovative, accessible, and self-sufficient systems of health care.

**Position Title:** Community Services Assistant (Full Time, 40 hours weekly)

**Department:** Community Services

**Location:** Midtown Sacramento

### **Job Summary:**

The position serves primarily as an assistant to the Community Services Director. The Community Services Assistant is responsible for aiding in matters pertaining to effective office administration, organizing events, collecting and imputing data, and special projects as assigned. In addition, this position carries the responsibility of assisting the Community Services Director and prevention staff in the daily duties of the Community Services Department, including but not limited to Community Prevention, Health Education, and Outreach Programs.

### **Job Qualifications:**

- AA degree or equivalent
- A minimum of two years experience in community education, healthcare knowledge, and/or office support and administration
- Experience collecting, imputing data and maintaining data registries.
- Experience in prevention frameworks.
- Must be able to work nights and weekends
- Ability to cook/prepare food for events/activities with knowledge of stove/oven functions
- Ability to lift 40 lbs, and stand for extended periods of time
- Must have valid California Driver's License and a reliable vehicle with valid auto insurance
- If in recovery, two or more years of sobriety required.
- Must possess:
  - ✓ Writing skills and public speaking abilities
  - ✓ Excellent clerical skills/ time management skills
  - ✓ Outstanding customer relations abilities
  - ✓ Ability to work as a team and independently
  - ✓ Excellent computer skills
  - ✓ Ability to work well under pressure, meet multiple and sometimes competing deadlines.
  - ✓ Demonstrate cooperative behavior with supervisors, subordinates, colleagues, and clients.
- Must be able to relate to, understand & have knowledge of the Sacramento American Indian Community
- Understands and promotes the mission, vision, and values of the health center both in the work place and in the community.
- Compliance with all state and federal laws and regulations, as they pertain to position including; HIPAA, sexual harassment, Scope of Practice, OSHA etc

**Salary Information:** \$10.00 hourly with medical/dental/vision/retirement plan

**Application deadline:** **Open Until Filled**

**To apply, please forward a resume and references to:**

Human Resources

2020 J Street, Sacramento, CA 95811

Fax: (916) 498-9040

Or email to: [adriennel@snahc.org](mailto:adriennel@snahc.org)

Website: [www.snahc.org](http://www.snahc.org)

*Preference in hiring is given to qualified Native Americans in accordance with the **Indian Preference Act** (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, age, gender, religion, sexual orientation, national origin, medical condition or conditions of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC) or other non-merit factors.

**Age Discrimination in Employment Act (ADEA): Sacramento** Native American Health Center abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

**Americans with Disabilities Act (ADA): Sacramento** Native American Health Center abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, SNAHC will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.

**Note to Applicants:** *Please be advised that you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at SNAHC.*