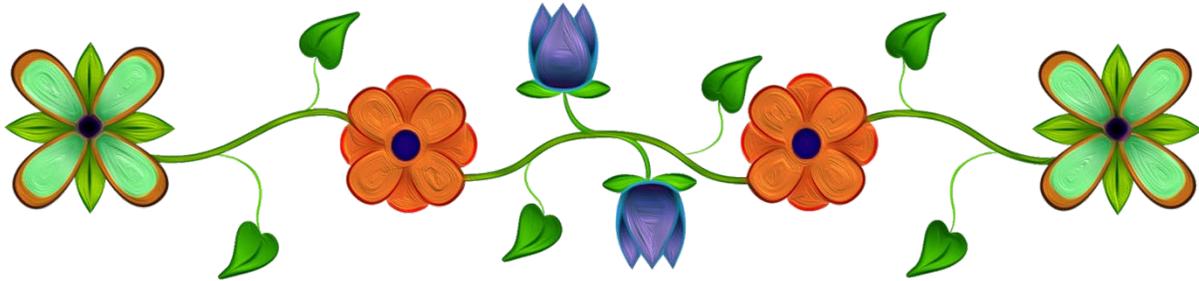


BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



Bad River Health & Wellness Center

Open Monday-Friday 8am-4pm (Hours Vary by Dept.)

(715) 682-7133

53585 Nokomis Road

Ashland, WI 54806

Job Title: Behavioral Health Administrative Assistant

Department: Behavioral Health

Hourly Rate: \$22-\$25/hr DOQ

Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: Behavioral Health Director

Posting Date: Public

Opens: 03/05/2026

Closes: 03/19/2026 @ 4:30PM

Job Summary: The Assistant to the Behavioral Health Department/Behavioral Health Director provides high-level administrative, programmatic, and operational support to the Behavioral Health Department at the Bad River Health and Wellness Center. This position ensures efficient coordination of services, assists with program documentation and reporting, supports communication within the department, and helps maintain compliance with clinic, tribal, state, and federal regulations. The Assistant to Behavioral Health is a key contributor to creating a culturally responsive, trauma-informed, and client-centered environment that supports the well-being of the Bad River Community. This position is expected to be familiar with and uphold confidentiality, Health Insurance Portability and Accountability Act (HIPAA), and 42 CFR Part 2 standards.

Essential Duties and responsibilities include the following. **Other duties may be assigned by the Behavioral Health Director.**

- Provide administrative and organizational support to the Behavioral Health Director to include scheduling, correspondence, and meeting preparation.
- Assist with program and policy development.
- Assist with program coordination, including tracking referrals, scheduling client appointments (if assigned), and supporting communication among team members.
- Prepare, format, and organize documents such as reports, budgets, and program data.

- Maintain confidential client records in compliance with HIPAA, 42 CFR Part 2, and tribal confidentiality policies.
- Assist with maintaining program databases, completing data entry, and generating reports as needed.
- Coordinate department meetings, take notes, and track follow-up tasks.
- Support onboarding processes for new staff within the Behavioral Health Department.
- Help manage office supplies, equipment requests, training requests, and other departmental logistics.
- Serve as point of contact for internal and external partners, ensuring communication is timely, professional, and culturally respectful.
- Assist in organizing trainings, community education events, prevention activities, and outreach efforts.
- Support quality improvement activities and compliance documentation.
- Help coordinate staff schedules and support timekeeping or payroll submissions as needed and in compliance with policy and procedures.

Cultural Sensitivity: This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Qualification Requirements:

- Experience working in behavioral health, healthcare, human services, or tribal programs preferred.
- Knowledge of Wisconsin Department of Health Services (DHS) rules, regulations, and program requirements, particularly those applicable to behavioral health.
- Strong organizational, communication, and time-management skills.
- Ability to maintain strict confidentiality and handle sensitive information appropriately in accordance with HIPM and 42 CFR Pt. 2.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and electronic health record systems preferred.
- Ability to work independently, manage multiple tasks, and adapt to changing priorities.
- Knowledge of culturally responsive behavioral health practices and willingness to learn about the Bad River community.
- Must pass a background check and meet all requirements for employment in a healthcare setting.

Education and/or Experience:

Required:

- High School Diploma/GED with 2+ years of relevant administrative or program support experience.

Preferred:

- Associate degree in Human Services, Psychology, Social Work, Business Administration, or a related field.

Other Skills and Abilities:

Required:

- Ability to establish and maintain a good attendance record is required.
- Must possess excellent interpersonal skills with the ability to relate well to co-workers and the public.
- Must possess good organizational skills.
- Ability to work independently.
- Must work as a dedicated member within a team

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

Required driver check, to meet eligibility for Tribal Insurance.

Language Skills:

- Strong oral and written communication skills
- Knowledge of computers and software, computer applications, and good typing skills
- Ability to work in diverse settings and communicate effectively with a broad range of related systems.
- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.

Reasoning Ability: Good interpersonal skills and ability to work with individuals and families with objectivity and courtesy. Ability to deal with difficult clients and maintain a professional attitude. Must be able to multi-task and have excellent customer service skills.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Position requires some walking, standing, bending, stooping and occasional lifting, up to 20 lbs. Subject to inside and outside working conditions may be necessary.

Work Environment: The working environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the working environment is usually moderate.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>



Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov

darcie.powless@badriverhwc.com

a.connors@badriverhwc.com