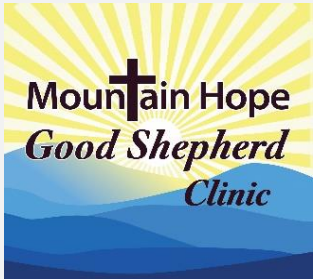


Job Title:	Administrative Assistant	
Reviewed:	8/22	Revised:

SUMMARY

Under the supervision of the Executive Director, this position provides day-to-day support with financial, and data recording tracking as well as, human resource functions for the organization.

ROLE AND RESPONSIBILITIES

- Assist with accounts payable, ordering supplies, and invoice tracking.
- Data entry and tracking for grant reports
- Assists the Executive Director with modifying policies and procedures per guidance.
- Assist with the organization and maintenance of personnel files and assisting with other human resource functions.
- Assist with grant funded program reporting and billing.
- Support the leadership team with additional operational daily functions.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- A college degree is preferred, high school diploma required. Health care experience, general human resource experience, and advanced knowledge of Excel preferred.
- Candidates are required to submit a cover letter and resume for consideration
- Current certification in business practices, as appropriate.
- Experience in confidential work setting.
- Demonstrated experience of a strong work ethic, professionalism, and organization.

Knowledge, Skills and Abilities:

Knowledge:

- Thorough knowledge and understanding of staffing, services, and programs at Mountain Hope Good Shepherd Clinic
- Knowledge of principles and best administrative practices
- Comprehensive understanding of the interrelationship between the Executive Director and Administrative Assistant roles and responsibilities

Skills:

- Skill in efficiently organizing time so that unscheduled, short timelines, can be optimized
- Skill in developing effective working relationships with peers, supervisors, and professionals in related disciplines
- Strong written and verbal communication skills

Abilities:

- Ability to maintain confidentiality regarding patient care information and chart contents in use during clinic audits as use of patient record and privacy of individuals must be protected to the fullest
- Ability to maintain documentation in compliance with the State, Federal, professional, and ethical guidelines
- Ability to respond appropriately in stressful situations
- Ability to manage complex personal interactions
- Ability to exercise sound judgment in appraising situations and making decisions regarding day-today operations
- Ability to use assessment information and collateral information to conceptualize work projects
- Demonstrated ability to act with minimal supervision on personal initiative using sound judgment

Computer Skills:

The successful individual should have experience working on a computer and a working knowledge of Word Processing Software, electronic Health records, and spreadsheet design.

Certificates and Licenses:

- Administrative or Leadership certifications are encouraged, but not required
- CPR certification, successful completion in Title VI, HIPPA, and OSHA training

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 accommodations may be made to enable individuals with disabilities to perform essential functions while performing the job of this job:

- Stand or sit for extended periods of time; push, pull and reach; occasionally bend, stoop and stretch
- Have full range of body motion
- Have the hand-eye coordination and manual dexterity needed to operate a keyboard, photocopier, telephone, calculator and laptop
- Have a normal range of hearing and eyesight to record, prepare and communicate appropriate reports, and the ability to focus
- Occasionally lift and carry up to 20 pounds

MOUNTAIN HOPE GOOD SHEPHERD CLINIC PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL APPLICANTS FOR EMPLOYMENT.