

Northland Health Partners Community Health Center
Job Description

Revised April 2010

EXECUTIVE ASSISTANT

POSITION SUMMARY:

The Executive Assistant directs the administrative and operational activities of the NCHC administration offices. The Executive Assistant is responsible to work cooperatively with the CEO and other NCHC staff to see that the organization operates consistently within its mission so as to foster a healing medical environment that creates a pleasing setting for patients and staff.

SUPERVISION RECEIVED: Chief Executive Officer

POSITION RESPONSIBILITIES:

- Perform general office functions such as preparing correspondence, photocopying, faxing, filing, etc.
- Manages mail (pick up incoming, process, distribute, and deliver outgoing).
- Answers and routes incoming phone calls and manages voice mail messages.
- Manages office supply purchases and equipment maintenance agreements and contracts.
- Serves as a proxy contact for CEO.
- Schedules and confirms appointments for CEO as needed and maintains an organizational calendar.
- Prepares for staff, business associate and board member briefings and meetings, including travel arrangements.
- Maintains agendas and transcribes minutes for regularly scheduled meetings.
- Prepares presentations for meetings.
- Maintains various divisional projects and databases.
- Record cash receipts, prepare and submit deposits to financial institution.
- Reconcile and manage petty cash
- Assist with the compilation of reports and financial data.
- Assists with community involvement activities and marketing responsibilities.
- Assures compliance with all regulatory and compliance matters and manages all legal and contractual matters in accordance with current laws, rules, regulations, and standards.
- Creates and organizational environment of professionalism and respect.
- Promotes a positive interaction with executive partners and board of directors.
- Maintains a professional and productive relationship with local hospitals, medical professionals, public health services and community organizations.
- Establishes highly effective methods of communication with all organizational departments.
- Demonstrates respect and understanding of confidentiality for patients, staff and others according to facility policy and HIPPA standards.
- Communicates with all federal and state agencies as required by the grant and to foster healthy, open communications.
- Additional job responsibilities as directed and assigned by the Executive Staff.
- Other duties as assigned.

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POSITION QUALIFICATIONS:

Management/Administrative Qualifications:

- Excellent communication skills;
- Proficient in the Windows operating environment with demonstrated aptitude in Word, Excel, PowerPoint and Access.
- Financial and healthcare operations knowledge;
- Understanding of FQHC rules, regulations, and guidelines;
- Strong interpersonal and conflict resolution skills;
- Attention to detail;
- Computer knowledge, including, but not limited to word processing, spreadsheet development, graphical displays, e-mail and internet use and presentations

Personal Qualities/Characteristics:

- Highly motivated; a great deal of personal initiative and drive
- High level of energy with positive, can-do attitude
- Ability to organize, maintain focus, and follow-through independently
- Projects a professional image in action and appearance
- Excellent communications skills, both oral and written
- Team player
- Able to perceive needs of CEO and team
- High level of integrity; projects credibility

EDUCATION/EXPERIENCE:

- High School diploma or equivalent, **REQUIRED**;
- Bachelor Degree, **PREFERRED**;
- Healthcare Experience, **PREFERRED**

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting.
- Requires eye-hand coordination and manual dexterity, sufficient enough to operate a keyboard, computer, and other office equipment.
- Required normal range of hearing and eyesight to transcribe provider dictation, schedule appointments, and other duties as assigned.
- Carrying, stooping, bending, pushing and pulling.

Employee signature: _____ Date: _____

NCHC signature: _____ Date: _____