

Cordova Community Medical Center

Job Description

Administrative Assistant

Job Title:	Administrative Assistant	Status:	Full-Time
Supervisor	Director of Community Programs	Pay Grade:	DOE
Department/Division:	Sound Alternatives	Classification:	Non-Exempt

POSITION SUMMARY

Under the direction of the Director of Community Programs, this position oversees and manages all office procedures, assists the Administrator in meetings and other tasks as assigned. The Administrative Assistant has no supervising responsibility.

ESSENTIAL RESPONSIBILITIES

- Maintains confidentiality in all aspects of patient, staff and agency information.
- Responsible for answering phones, staffing front desk and is the first point of contact for clients, visitors, department heads, and staff.
- Oversees all aspects of general office coordination. Ensure administrative functions are carried out promptly for an efficient operation.
- Responsible for registering clients, ensuring eligibility for service, insurance verification and charges.
- Assure that an adequate supply of administrative supplies and equipment are on hand to meet the day-to-day operational needs of the department.
- Must be fluent in the English language to answer phones, transfer phones, receive and forward messages from callers/visitors.
- Must have knowledge and experience with Accounts Payable.
- Maintains Office calendar to coordinate workflow and meetings.
- Performs general clerical duties to include, but not limited to, copying, faxing, preparing spreadsheets.
- Prepares, letters, memos, and policies as directed.
- Accumulate, maintain, and provide statistical data as directed.
- Keep the Director of Community Programs advised of meetings and appointments, as necessary.
- Represent the facility and participate in meetings as required by the Director of Community Programs.
- Assist the Director of Community Programs in planning, developing, organizing, implementing, evaluating, and performing administrative procedures.
- Release information in accordance with established policies and procedures.
- Compile, transcribe and distribute minutes of meetings.
- Is expected to respond to the hospital, if requested, to assist in the event of an emergency or if the hospital activates its emergency management plan.
- Performs other duties as assigned.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: Minimum: High School Diploma. Bachelors Degree preferred.

EXPERIENCE: Minimum 1 year Administrative Assistant and Accounts Payable experience. Must have Microsoft Suite experience. Knowledge of principles and practices of basic office management and organization.

REQUIREMENTS: Computer literate, able to file accurately, operate multi-line phones, and have excellent

communication skills. Must be able to work independently with minimal supervision. Have the ability to be tactful and polite with clients, co workers, family members, visitors, government agencies, and the general public. Must be able to maintain confidentiality of hospital and employee information.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
 Ability to Pass a DHSS Criminal History Check and Drug Test
 Must be current in immunizations

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Administrative Assistant

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Supervisor Signature

Date

Print Name