

COAST COMMUNITY HEALTH CENTER

Position Title: Executive Assistant

Status: Hourly, Non Exempt (position FTE will range between .5 to .75 FTE to begin)

Supervisor: Executive Director

Position Summary: Provides confidential support services for the Executive and Finance Directors. Assists members of the Leadership Team and Board of Directors with projects, reporting, preparation and dissemination of financial reporting and administrative tasks as assigned.

Executive/Finance Director Support:

1. Provide high-level administrative support, preparation and dissemination of financial and statistical reports, program reports, Leadership Team projects, preparation of employee/safety meeting agendas and post meeting action items.
2. Perform clerical functions-preparing correspondence, planning/scheduling meetings, conferences, teleconferences, and travel with an extreme level of detail, accuracy, confidentiality, diplomacy;
3. Coordinate the Senior Leadership Team's appointment schedule;
4. Arrange/attend meetings when requested (e.g., Committee, Clinical Quality Improvement [CQI] meetings; prepare meeting agendas; and record and distribute meeting minutes and ensure timely follow-up of meeting action items;
5. Maintain the organization's electronic policy and procedures and forms data base;
6. Assist in developing and maintaining new organizational policies, procedures, and training programs;
7. Prepare various documents/handle confidential matters in accordance with HIPAA and organization's policies & procedures.

General Accounting:

1. Insert
2. Insert
3. Insert

Board Support:

1. Support board and board committee work by preparing and disseminating various documents, scheduling and recording minutes of meetings electronically and printed copies are filed timely and accurately;
2. Assure that individual board credentialing files are maintained.

Credentialing/Privileging:

1. Ensure initial credentialing & privileging and renewal of provider medical/DEA licenses files, and renewal of nursing, behavioral health licenses are current and up-to-date; maintain and update roster of health center and clinical providers credentialed are current and in compliance;
2. Ensure the timely completion of provider development reviews and completion of peer review process and supervision schedules based on provider licensure requirements and organizational procedure are current and in compliance;
3. Maintain professional education records for Continuing Education (CE) and Continuing Medical Education (CME) for professional and provider staff and tracking of annual CE and CME use; update continuing education schedule for clinical staff consistent and communicate with clinical staff on stipend balances.

Development/Grants Management:

1. Maintain the organization's grant portfolio - listing of active grants, assuring the collection and summation of data needed to evaluate grant outcomes and comply with grant award requirements;
2. Collaborate closely with the ED/Fundraising Committee in the develop and submittal of non-competing federal grant applications scheduled for annual renewal and competitive grant proposals to foundations and other funders;
3. Research viable grants; generate pre-grant application letters of inquiry, research/write compelling needs statements;
4. Write succinct implementation and evaluation plans, measurable process and outcome objectives and prepare submit periodic and final grant reports in a timely manner;
5. Prepare collateral materials including Power Point presentations for grant related presentations;
6. Process customized thank you letters for foundation, donor and individual gifts to health center and track donor communication and periodic calls to donors.

Education: Associates degree from an accredited post-secondary academic institution required with a focus in business, management, communication, social services, or public health required. Bachelor's degree preferred.

Experience: Two or more years' experience in administrative support and project management required. Previous employment in health care setting preferred.

Skills & Abilities:

- Ability to work effectively under pressure as a part of a team; interact/communicate with clarity, tact, and courtesy;
- Ability to liaise between professionals with a proven track record of customer service that renders positive results;
- Ability to work at a rapid pace; exercising initiative, judgment, prioritization, multitasking, problem solving, decision-making with quality results;
- Ability to develop, implement, and interpret policies and procedures and effectively communicate sensitive information verbally and in writing to a diverse population;
- Ability to work a flexible schedule when needed, including occasional weekends or evenings;
- Commitment to advancing personal knowledge through continuing education/professional development;
- Demonstrated computer skills; Microsoft Office Suite, database management, query reporting;
- Ability to work independently and with minimal supervision;

Employer will perform background check and pre-employment drug screen

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit and talk, listen, handle objects, tools, controls, and equipment, Employee must reach and bend, stand and walk, kneel and bend extended periods of time. The employee must occasionally physically assist persons, lift and/or move more than 25 pounds.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as need evolve.

Employee Signature

Date