Arroyo Vista Family Health Center

JOB DESCRIPTION

Position Title: Administrative Assistant II

Salary Range: $25.00 To $28.72 Hourly

Summary:

Under the direct supervision of the Executive Assistant, the Administrative Assistant II is responsible for providing secretarial support to the Executive Staff, and Management Staff, assists with special administrative projects, assists with PBX/Reception telephone coverage, and assists with other projects as assigned.

DUTIES AND RESPONSIBILITIES:

1. Responsible for providing secretarial and administrative support to the Chief Medical Officer /, Director of Managed Care Services, /Credentialing Coordinator, Director of Community and Patient Relations, Nursing Supervisor to include for example, scheduling and coordinating meetings, typing meeting minutes, reports, memos, forms, grant work and contracts; answer telephone calls; take messages as required; make work telephone calls as assigned; make copies and assemble documents; maintain the provider calendars; and makes travel arrangements when needed; provide administrative and secretarial support to other management staff as assigned.

2. Responsible for preparing and attending monthly Medical Staff meetings, monthly Managed Care meetings, monthly Credentialing/Peer Review Committee meetings and other meetings as assigned. Responsible for taking and transcribing meeting notes and providing administrative support to committee chairperson.

3. Responsible for providing administrative secretarial assistance to the Chief Medical Officer, Credentialing Coordinator, and Human Resources Department with credentialing and credentialing audit preparation, maintaining confidentiality per policy and standards.

4. Responsible for maintaining the work area neat and organized; keep work information current; maintain organized work files and works closely with other administrative assistant staff to maintain an organized, updated central filing system.

5. Responsible for assuring all work documents are accurate, complete, and proofread and that all work assignments are completed on schedule.

6. Responsible for maintaining office equipment, e.g., computer, typewriter, copy machine, fax machine, etc., and reports equipment malfunctions to the supervisor.

7. Responsible for assisting with PBX/Reception telephone coverage as needed and assigned.

8. Responsible for assisting with secretarial support on special Agency projects as required and assigned, e.g., Agency fund development, strategic planning, and grant preparation assignments and performs administrative errands.

9. Responsible for actively participating in the Improving Organizational Performance (IOP) Program, which includes but is not limited to Infection Control, Health and Safety Program, Emergency Preparedness Program, Risk Management Program and Medical Staff programmatic activities.
10. Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.
11. Responsible for performing other related duties as assigned.

REQUIREMENTS

1. Minimum three (3) years secretarial experience, including experience in the healthcare field.

2. One (1) year of college units or one year of secretarial experience in lieu of college.

3. Type 65 words per minute.

4. Proficient in the use of Microsoft Office (Word, Excel, Outlook and PowerPoint).

5. Excellent grammatical and spelling skills. Outstanding written and verbal communication and interpersonal skills.

6. Ability to create correspondence independently.

7. Basic medical terminology and basic mathematics.

8. Bilingual (English/Spanish).

9. Ability to work well with others in a professional manner in a team oriented environment.

10. Valid California Driver's License, access to an automobile, and state-required auto liability coverage.