

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT
DEPARTMENT: ADMINISTRATION
SUPERVISED BY: CHIEF EXECUTIVE OFFICER (CEO)
CLASSIFICATION: FULL TIME NON-EXEMPT

POSITION SUMMARY:

The Executive Administrative Assistant position is multi-functional in that it facilitates the goals of the CEO.

ESSENTIAL FUNCTIONS:

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Represents the executive by attending meetings in the executive's absence.
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintains patient confidence and protects operations by keeping information confidential.
- Prepares reports by collecting and analyzing information.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions and submitted grievances.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Answer and screen all incoming calls for the CEO and take messages if necessary.
- Prepares purchase orders and places orders via fax, internet, or phone for the CEO.
- Assists the CEO and coordinates various projects as requested.
- Performs other related duties as assigned.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Bachelor's Degree in a related field required.
- 2-3 years of experience in a similar role with a high level of responsibility.
- Must possess a high level of competency in organizational, communication and interpersonal skills.
- Ability to establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, or political affiliation.
- Ability to prepare and express ideas professionally in writing and verbally.
- Ability to understand and carry out oral and written instructions.
- A valid California Driver's license is required.
- Must be available for occasional travel to conferences, seminars, and trainings.
- Knowledge of the regulations regarding client confidentiality.
- Computer literacy and good working knowledge of Microsoft Word, Outlook, and Excel

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients.
- Promote teamwork and cooperative effort among employees.
- Maintain safe practices.
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

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. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description.

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date