

Administrative Assistant

Name:	Date of Hire:
Supervisor:	Hours:
Primary Purpose of this Position	
The primary purpose of this position is to provide administrative assistance to the Administrator.	

Legend			
(1) Potential Risk Exposure to Blood and Body Fluids (√ = yes)	(1) Risk Exposure	(2) Essential Function	(3) Safety Factors
(2) Essential Function (√ = yes)			
(3) Safety Factors: RM = Repetitive motion WL = Weight lifting requirement SB = Sitting, standing and bending prolonged			
Note: Information explaining the above is located on the last page of this job description.			
Duties and Responsibilities			
Administrative Functions			
Assist in maintaining a calendar of facility events and appointments including tracking vacation days, sick time, paid time off (PTO), care plan calendar, training dates and orientation schedule as directed.	√		SB
Prepare invoices, reports, memos, letters, financial statements and other documents.	√		SB
Answer phone calls and direct calls to appropriate parties or take messages as appropriate; provide screening of calls as directed by the Administrator.	√		SB
Assist with the assembly of expense reports, attaching receipts, scanning and assigning general ledger codes to itemized receipts; submit for approval and processing as directed.	√		SB
Contribute to the annual facility assessment in collaboration with department supervisors by developing a list of tools, training and resources required to care for the resident population.	√		SB
Assist in the submission of requests for proposal (RFPs), reviewing submissions and providing a summary of documents utilizing a checklist or systematic evaluation as appropriate.	√		SB
Coordinate and direct office services such as records, departmental finances, budget preparation, personnel issues and housekeeping to assist with the efficient management of the facility.	√		SB
Prepare agendas and make arrangements such as coordinating catering for luncheons as well as committee, board and other meetings as directed by the Administrator.	√		SB
Greet visitors, ascertain the purpose of the visit and determine whether they should be given access to specific individuals; ensure all visitors are registered in the sign-in log and wear badges.	√		SB
Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.	√		SB
Perform general office duties such as ordering supplies, maintaining records management database systems and performing basic bookkeeping work.	√		SB
Conduct research, compile data and prepare documents for consideration and presentation by the Administrator or governing body.	√		SB
Open, sort and distribute incoming correspondence including faxes and email; prioritize messages and communication by importance or urgency.	√		SB
Answer telephones, make appointments, run errands, take and deliver messages, etc., as directed.	√		SB

- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.
- May be subject to the handling of and exposure to hazardous chemicals.
- Communicates with the medical staff, nursing personnel and other department directors.
- Maintains a liaison with the residents, their families, support personnel, etc., to ensure that the residents' needs are continually met.

Education

- Must possess a high school education. College and/or secretarial training program are desirable.

Experience

- Must have, as a minimum, three (3) year(s) of clerical/secretarial experience. Ability to type and use general office equipment is required. Computer skills required.
- Must possess a working knowledge of the rules and regulations that govern nursing facility operational standards.

Specific Requirements

- Must be able to read, write, speak and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- Must be knowledgeable of laws, regulations and guidelines pertaining to long-term care administration.
- Must possess the ability to work harmoniously with and supervise other personnel.
- Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures of the facility.
- Must be familiar with the laws, regulations and guidelines governing personnel administration.
- Must have patience, tact, cheerful disposition and enthusiasm as well as be willing to handle residents, staff and visitors based on whatever maturity level at which they are currently functioning.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must be able to maintain good personnel relations and employee morale.
- Must be able to read and interpret financial records, reports, etc.
- Must be knowledgeable of computer systems, system applications and other office equipment.
- Must be able to communicate policies, procedures, regulations, reports, etc., to personnel, residents, family members, visitors and government agencies/personnel.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

Physical and Sensory Requirements (with or without the aid of mechanical devices)

- Must be able to move intermittently throughout the workday.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of the position can be fully met.
- Must function independently, have flexibility, personal integrity and the ability to work effectively with residents, personnel and support agencies.
- Must meet the general health requirements set forth by the policies of this facility, which includes a medical and physical examination.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset and, at times, hostile people within the facility.
- Must be able to push, pull, move and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move and/or carry such weight a minimum distance of 50 feet.
- May be necessary to assist in the evacuation of residents during emergency situations.