



Administrative Assistant Job Description

Position: Administrative Assistant

Supervisor: Executive Director

Type of Position: Non-Exempt Position – Full Time - Salary

Salary Range: \$38,000 - \$47,000 Depending on experience

Qualifications:

Excellent computer, phone, people, and organizational skills required. High attention to detail and accuracy is vital. Self-motivation and patience. Health Care background a plus. Proficient in MS Office, Google Drive and Adobe. High school diploma or GED required.

Responsibilities:

Coordinate logistics for visiting professionals; Credentialing and privileging management for Medical staff; Board and staff coordination. Quality Improvement Program, policy and procedure coordination. Federal compliance monitoring and grant writing among other duties.

Duties:

- Board Liaison and Recorder – prepare and send monthly board agenda and packet; coordinating with Executive Director and department heads. Organize strategic planning, update annual conflict of interest and confidentiality agreements.
- Staff Liaison and Recorder – prepare and distribute staff minutes; coordinate, update and share staff calendar.
- Oversee and maintain records for Medical / Behavioral health staff credentialing and privileging.
- Quality Improvement / Quality Assurance program – assist in monitoring measures, assist with PCHM application process. Prepare and report on needs assessment. Prepare, distribute and collect patient and employee satisfaction surveys.
- Policies and Procedures – update, distribute and store policies and procedures. Help develop plan for active and ongoing implementations of policies and procedures.
- Coordinate logistics – arrange travel for guests and staff; coordinate lodging, vehicle usage and pick-up for guests and staff. Oversee rentals.
- Act as compliance officer for Camai. (HRSA, FTCA, Risk Management, HIPPA)
- Ensure Biennial Report submission.
- Coordinate building maintenance. Oversee Emergency Plan
- Meeting organization. {Board, Staff, Health Fair, Bazaars, Community Events}
- Order supplies and monitor property.
- Coordinate with IT and website / social media vendor
- Onboarding new employees
- Other duties as deemed necessary by the Executive Director.

Camai Community Health Center is the medical home for all people within the Bristol Bay Borough.

Respect•Efficiency•Compassion•Integrity•Professionalism•Excellence

www.camaichc.org