



Klamath Health Partnership, Inc.

Position Description

Executive Administrative Assistant

Department: Administration
Reports To: Chief Executive Officer
Status: Permanent, Full Time, Non -Exempt
Approved:

Summary

The Executive Administrative Assistant provides administrative and secretarial support for the Chief Executive Officer and to other KHP, Inc. Officers and Directors. In addition to typing, filing and scheduling, performs duties such as marketing, coordination of meetings and conferences, obtaining supplies for meetings and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Independent judgment is required to plan, prioritize and organize diversified workload, recommend changes in office practices or procedures.

Essential Duties and Responsibilities

1. Maintains admin and clinic conference room calendars; Schedules appointments and sends reminders, cancels appointments, and reschedules as necessary.
2. Coordinate monthly board meeting; planning and disseminating information to board members
3. Prepare agendas and minutes for meetings such as Quality Assurance, Risk Management, Practice Management, and monthly Board of Directors meetings
4. Organize KHP Employee Appreciation events, either personally or through the wellness committee. (ex. employee appreciation days, holiday party, adopt a family during the holidays, summer picnic, employee lunches, as well as birthday cake and cards monthly)
5. Organize the KHP wellness program, and act as Blue Zones Project liaison.
6. Coordinate company paid travel, lodging, and conference/training enrollment for executives, directors, mid-managers, and occasionally hourly employees.
7. **Marketing:** Brainstorm and develop ideas for creative internal and external marketing. Including: project strategies, website, social media, and recruitment sites. Review and update regularly. Performs desktop publishing.
8. **HR Activities:** Assists in many Human Resource related functions; scheduling interviews, New Employee Orientation (HR one-on-one, and the day-long orientation), collecting forms, benefit enrollment, enroll new employees in Health Stream, and is liaison for National Fitness Filing paperwork for employee files. Performs other duties as assigned.
9. **Students:** Assist COO and directors with student externship coordination, manage student calendar, and coordinate with select schools to arrange externships, make sure that incoming students complete our in house HIPAA training, as well as communicating with schools on each student's progress as necessary.
10. Works independently and within a team on special non-recurring and ongoing projects.
11. Performs other duties as assigned.



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Minimum Qualifications

1. Customer Service – Understanding the needs of internal and external customers; making special effort to be responsive in meeting customer’s needs and in building customer satisfaction.
2. Two or more years of progressively responsible experience in a hospital, business office or multi-physician medical practice is desirable.
3. Possess the tact necessary to deal effectively with patients, physicians and employees.
4. Possess the ability to think clearly to make judgmental decisions in interpreting and communicating office policy.
5. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
6. Ability to write routine reports and correspondence.
7. Ability to speak effectively before groups of customers or employees of the organization.
8. Possess knowledge of modern office equipment, systems and procedures.
9. Ability to complete work thoroughly, accurately, neatly, and according to specifications; producing output with minimal errors.
10. Produce a high volume of acceptable work; producing services or output quickly and efficiently.
11. Keep all patient and employee information confidential; does not discuss confidential information in inappropriate places.

Accommodations

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is expected to work Monday through Friday, 8:00 a.m. – 5:00 p.m. and may be called upon to work extended hours and Saturdays from time to time. While performing the duties of this job, the employee is regularly required to walk, talk, bend, lift, carry, write, and hear. The employee frequently is required to stand, walk, sit and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.



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Employee Position Description Acknowledgment

I have received a position description or summary of the duties I am to perform. I understand what my duties entail and affirm that I possess the requisite knowledge, skills, abilities, experience, and education to perform the duties described. I can perform them with or without reasonable accommodation. I understand that jobs and duties are subject to change from time to time, as Klamath Health Partnership, Inc., it's Board of Directors, Executive Director, or my immediate supervisor deem necessary. Thus, I may be required to perform duties other than those listed and my job may change over time.

Unless otherwise approved and established by my immediate supervisor, I am scheduled to work from 8:00 a.m. to 5:00 p.m., Monday through Friday. I understand that I am expected to report to work as scheduled, on time, prepared to start work, and will remain at work for my entire work schedule. I am responsible to avoid late arrival, early departure, or other disruptive absences from scheduled hours as far as practicable. My schedule will be prearranged by my departmental supervisor based upon the operational needs of Klamath Health Partnership, Inc., and in keeping with its core mission. I realize that staffing needs and operational demands may necessitate variations in starting and ending times, leave requests, as well as variations in the total hours that may be scheduled each day and week. I will seek guidance from my supervisor or the Human Resources Director for clarification of all scheduling questions, requests, and guidelines.

I understand that this position description is not a pledge of continued employment in this or any other job for any specific period of time or under any specific circumstances or conditions. This position description does not change the terms and conditions of the at-will employment relationship explained in the corporate policy handbook.

Employee Signature

Date

Human Resources Specialist

Date