



Creating and Inspiring Healthier Lives.

Position Title:	Executive Assistant
Department:	Administrative
Supervisor:	CEO
Supervisory Responsibilities:	None
FLSA Status:	Non-Exempt

Summary:

The Executive Assistant is responsible for comprehensive organizational and administrative support to the Alluvion Health Executive Team and performs duties requiring strong organizational skills, attention to accuracy, detail and timeliness. The Executive Assistant will assist in the design, production and distribution of printed materials for compliance training, and various other meetings and events and is responsible for managing small projects and conducting research for executive team members upon request which requires the ability to organize, schedule, coordinate and work independently. Responsibilities also include personnel management support, compliance activities and other necessary duties to support Alluvion Health's operations and needs. The Executive Assistant deals with highly sensitive information and must be able to maintain confidentiality. Performs other related duties as required or assigned.

The Executive Assistant provides professional level support to the Chief Executive Officer (CEO) with general guidance in the performance of duties. The Executive Assistant provides professional level support to the Executive Team and Management Staff in the completion of specific duties. This position requires the ability to work independently while maintaining a high level of confidentiality involving a multitude of sensitive topics. This position also has broad responsibility in the general management, administration and implementation of ongoing activities related to compliance, including Quality Assurance/Quality Improvement, Protocol Development, 330 Compliance and Performance Management. This position will also make policy development recommendations related to compliance.

All employees will exhibit the following behavioral traits:

Integrity and Trust

Individual is widely trusted and can present information and discuss situations in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn't misrepresent him/herself for personal gain. Is respectful in action and communication with clients, patients and staff.

Mission Integration

Adheres to the organization's mission during times of ease or challenge, is dedicated to the expectations and requirements of the mission and vision, acts in line with the values identified by Alluvion Health.

Team Relations

Understands and supports the team approach and integrated model of Alluvion Health. Is seen as a team player, cooperative and supportive of his/her coworkers, practices what he/she preaches. Can be candid with peers and fosters open dialogue. Creates a feeling of belonging on the team and holds self and team accountable to those behaviors.

Essential Job Responsibilities:

1. Provide support services to the CEO and Leadership Team;
2. Maintain high-level of confidentiality regarding a variety of complex and highly sensitive topics;
3. Compile data and prepares preliminary drafts of various reports, special studies or surveys and statistical narratives;
4. Provide telephone and communications support, including scheduling and sending out updates;
5. Order and organize supplies and infrastructure, including knowledge base;
6. Compile information, assist in reporting and identify gaps and emergent problems;
7. Arrange special events and travel;
8. Track metrics and communication history to provide current status on projects;
9. Maintain schedules and coordinates all Alluvion Health Board of Directors meetings;
10. Ensure the conference room is reserved and arranges for lunch/refreshments for board members;
11. Ensure attendance at Alluvion Board of Directors meetings is documented;
12. Provide draft of Alluvion Board of Directors Meeting minutes to the Board Chair and CEO in a timely manner for review;
13. Coordinate other meetings/trainings with special speakers as assigned;
14. Compile minutes at Alluvion Board of Directors meetings and various meetings where confidential and protected information is discussed;
15. Ensure all department contracts are processed through appropriate Alluvion Health process and/or protocol;
16. Maintain inventory of:
 - a. Assets for Alluvion;
 - b. Building and office keys;
17. Work closely with HR and Agency Leadership to facilitates hiring process;
18. As authorized, arranges for minor facility or machine services/supplies to include:
 - a. Office machines;
 - b. Maintenance and service of department equipment;
19. Provide support relating to execution of marketing and outreach and enrollment events;
20. Coordinate Alluvion Health's archiving and medical records management;
21. Participate as a productive and contributing member of the Alluvion Health's Leadership Team;

22. Contribute to a work environment that encourages positive staff morale, motivation, commitment to achieving results and team building;
23. Pick up and delivers mail/correspondence via Alluvion distribution system;
24. Participate in Quality Improvement Team - track and ensure documentation of projects, reporting to stakeholders as needed and plan review/revisions as necessary;
25. Participate in Protocol Committee;
26. Track employee training;
27. Provide updated information of QI/QA data to Boards and staff;
28. Responsible for completing various special projects/events, which may require reviewing and analyzing information, identifying problems, recommending solutions and writing reports;
29. Performs a variety of other duties as assigned; which may include but are not limited to: directing or participating in special projects and events, conducting research, representing Alluvion Health at meetings and conferences, and attending continuing education and training events.

Knowledge, Skills and Abilities:

Knowledge and understanding of:

- Administrative support functions;
- English usage, spelling, grammar and punctuation;
- Microsoft Office software, Word, Excel, Outlook, Internet and e-mail;
- HIPAA and confidentiality rules and regulation standards;
- Safety policies and procedures.

Skills in:

- Customer service;
- Written and verbal communication;
- Time management and organization.

Ability to:

- Compile and produce accurate meeting minutes;
- File, create tracking databases, enter data, use of office machines such as label makers, printers, copy and fax machines;
- Proficiently operate a computer to complete required job duties;
- Attention to detail;
- Analyze, assemble and compile accurate information from various databases;
- Adhere to HIPAA standards for protection of health information and strict standards of confidentiality;
- Maintain concentration during frequent interruptions;
- Manage and complete multiple tasks under fixed time lines;
- Meet established timelines and/or deadlines;
- Demonstrate punctuality and observe work hours;
- Work collaboratively with management and co-workers;
- Communicate in a professional and effective manner with others both orally and in writing;
- Follow verbal and written instructions;

- Read and comprehend materials;
- Analyze and compile information;
- Observe established lines of authority;
- Identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements;
- Work independently or as a team member with minimal supervision;
- Interact with the public or other employees in a professional, respectful and courteous manner;
- Interact with challenging individuals and display sound judgment under stressful situations;
- Work with individuals of varying and diverse backgrounds in a professional, respectful and courteous manner.
- Adapt to changes in the work environment and deal with frequent change, delays and/or unexpected events;
- Accept responsibility and be self-motivated.

Education/Experience/Qualifications:

Education/Training

- Bachelor's Degree in Public Health Administration, Business, Communication, Human Services or a related field.
- Or any equivalent combination of education, experience or training totaling six (6) years that are relevant to performing the duties of the position.
- Quality Improvement, Performance Management, Health Care Administration, or related experience preferred.

Certifications

- Must possess a valid driver's license issued by the State of Montana.

Language Skills:

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Physical Requirements:

- 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 regularly required to sit and use hands and fingers to provide care to patients and operate computer;
- Frequently is required to reach with hands and arms;
- Must occasionally lift and/or move up to 40 pounds while transporting equipment and supplies;

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- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform computer procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

Working Conditions:

- Work indoors in climate-controlled environment 95% of the time.
- OSHA Exposure Category #2 (The normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.)

Work Hours:

- Full-time, Non-Exempt. Typically a 40 hour workweek.

Comments:

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

Employee Signature

Date

Immediate Supervisor

Date

Human Resources Signature

Date