**JOB DESCRIPTION**

Job Classification: Executive Assistant 1 (EA1)

Reports to: Chief Administrative Officer (CAO)

Supervises: None Last reviewed: 08/29/2023

POSITION PURPOSE:

This position is responsible for providing comprehensive administrative support to the Chief Administrative Officer and support of associated departments. This position performs a variety of clerical, reception, and administrative tasks. Additionally, this individual works closely with Executive Assistant 2 (EA2) to assist in providing backup support for administrative processes as outlined in job responsibilities.

MINIMUM QUALIFICATIONS:

**Education:** Associate’s degree or combination of equivalent education and work experience required.

**Licensure/Certification:** None

**Experience:** Two years of relevant experience of clerical, reception, administrative, or secretarial experience working with management in a professional setting. Experience editing and proofreading documents. Previous executive support experience preferred.

**Equipment/Skills:** Skill in operating standard office equipment, typing, computer literate in Microsoft Office Suite, strong oral/written communications, strong organizational and time management skills.

**Physical demands:** Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

**Status Classification:** Hourly

PRIMARY JOB RESPONSIBILITIES:

1. Provides direct administrative support to the CAO and associated departments, including creating draft documents, spreadsheets, correspondence, and graphic presentations, which includes proofreading and editing. Provides email and schedule support for the CAO.
2. Supports Administrative and Clinical Meetings to include:
   * Scheduling appointments
   * Arranging meetings
   * Creating agendas and taking meeting minutes
   * Setting up rooms
   * Ordering food
3. Primary administrative support for the following committees and workgroups:

* 340B Compliance Committee
* Health Equity and Inclusion Advisory Committee
* Health Information Technology Core Team
* HR/IT Meeting
* Safety Committee
* Ethics & Compliance Committee

1. Primarily manages mail processing, including postal purchases and certified mail, as well as receiving, distributing, and preparing mail for administration.
2. Primarily manages the administration@vvhc.org email and administration fax folder and forwards communications to the appropriate member of the administrative team.

This includes processes that go through the administration email, including:

* + Translation Services
  + Coordinates Marketing Material Requests.
  + Manages updates and corrections to the website.
  + Manages updates and corrections to the Google Business and Facebook Pages.
  + Assists in the registration, travel, and hotel reservations for Valley View travel as required.

1. Maintains administrative file systems and documents in the appropriate tracking sheets. Standards:

* Keeps all correspondence, contracts, and agreements in an organized manner.
* Annually reviews all contracts for renewal and ensures Business Associate Agreements are up to date.
* Maintains and updates VVHC company policies and procedures by following the document management process.

1. Orders supplies for the administrative offices. including:
   * Business Cards
   * Provider Photos
   * General Office Supplies
2. Performs clerical, receptionist, and administrative activities for the administrative office. This is a shared responsibility between the EA1 & EA2*.* Standards:

* Greeting visitors
* Printing, copying, and faxing documents.
* Postal purchases and certified mail.
* Receives, distributes, and prepares mail.
* Workstation & Conference Room Scheduling
* Provider Picture Scheduling

1. Assists in the planning and hosting of organization activities and functions as well as community events. Provides backup support for outreach and marketing activities. This is a shared responsibility between the EA1 & EA2.
2. Provides administrative support to the credentialing and privileging processes as requested by the Human Resources Department.
3. Performs other related duties as assigned. Standards:

* Follows guidelines established at the time of assignment.
* Accepts assignments willingly.
* Prioritizes workload to ensure timely completion of assignments.
* Asks appropriate clarifying questions relative to the scope of the assignment.

SECONDARY JOB RESPONSIBILITIES (Backup Support to EA2)

Provides backup (secondary) administrative support for the following tasks:

1. Prepares VVHC’s newsletter In the Loop in partnership with the CAO.
2. Provides administrative support to the VVHC Board of Directors. Standards:
   * Preparing Board Packets and other documents as indicated
   * Attending Board meetings and taking minutes
   * Attending QA/QI meetings and taking minutes
   * Attending other Board committee meetings as required
   * Maintaining board documents
   * Drafting necessary correspondence
   * Maintaining current corporate document file
3. Primary administrative support for the following committees and workgroups:
   * Senior Leadership Team
   * Clinical Leadership Team
   * Leadership Team
   * IT Steering Committee
   * Health Information Technology Core Team
   * Process Workflow Development Committee

ACKNOWLEDGEMENT:

I have read and understand the above Job Description and agree with it.

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Employee Signature Date

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Supervisor Signature Date