

VALLEY COMMUNITY HEALTHCARE
Job Description

Position: Administrative Associate to Clinical Leadership
Reports to: Chief Medical Officer/Chief of Nursing Services
Hours: 40 hours per week
FLSA Status: Non-exempt

Specific Duties:

- Plan, coordinate, and review materials related to the day-to-day administration of the clinic.
- Serve as a liaison between clinical leadership for special projects and initiatives
- Work collaboratively with clinical leadership and various departments to develop appropriate presentations (internal/external use).
- Work with Communications team to draft speeches/talking points for the clinical leadership external/internal presentations.
- Serve as proxy for CMO/CNS at certain meetings/events in his/her absence.
- Prepare correspondence, memoranda, reports and other material of a highly confidential nature.
- Attend meetings to record minutes and follow-up assignments and to track projects to ensure progress to deadlines.
- Collaborate with CMO as needed to ensure CMO calendar/travel is up to date.
- Remain current with healthcare reform and other issues related to or affecting the organization and provide CMO/CNS with timely summaries or hot topic bulletins.
- Provide support for projects and initiatives, which includes conducting research, analysis, problem solving, and developing PowerPoint presentations.
- Establish processes/procedures to achieve desired results where none existed before and develop and implement process improvements where feasible.
- Perform all other related duties as assigned.
- Type & compose general correspondence, memos, letters, action plans, committee minutes using word and Adobe Acrobat. Create PDF from File, Edit and combine files in PDF.
- Report to CMO/CNS and may also assist Director of Nursing and Quality Coordinator with requests/tasks/projects.
- Sorts and prioritizes CMO's/CNS's mail, faxes and other correspondence.
- Assist in organizing and filing information going in and out of the CMO office.
- Organize and maintains the CMO's calendar and schedules appointments and meetings.
- Under the direction of the CMO maintain the Credentials Files for the clinical staff and query the necessary verification sources such as the National Practitioner Data Bank, the American Medical Association Profiles, the California Medical Board, etc.
- Assist the CMO/CNS in preparation of various reports using Microsoft Excel, i2i Tracks and other data sources.
- Assist the CMO/CNS in preparing presentations using PowerPoint and/or similar software programs
- Arrange meetings and provide administrative support, including the preparation of agendas and minutes for the Medical Affairs Committee, the Quality Improvement Committee and other committees chaired by the CMO.

- Make travel arrangements and prepare expense reports for the CMO, CNS, Quality Coordinator and clinical staff.
- Perform other duties as required

Minimum Qualifications:

- Prior administrative experience, organized, and self-motivated individual to provide administration and research support for CMO/CNS and clinical operations.
- Must possess good written and oral communication skills, excellent phone and interpersonal skills, with strong attention to detail
- Must be highly organized, work independently and able to prioritize and complete multiple tasks simultaneously with many distractions and changes in work focus
- Must be able to interact with others in a professional and confidential manner at all times
- Must possess strong computer skills, especially in MS Word and Excel, Outlook, PowerPoint
- Ability to conduct research and data analytical skills
- Bachelor's Degree required
- Must have own vehicle, a valid driver's license and a current auto insurance policy fulfilling state requirements

***Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.**

VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER