**SANTA YNEZ TRIBAL HEALTH CLINIC**

**JOB DESCRIPTION**

**TITLE:** Executive Assistant

**DEPARTMENT:** Administration

**CLASSIFICATION:** Nonexempt

**REPORTS TO:** Executive Director

**DAYS/HOURS:**  Monday-Friday/40 hours per week

**JOB SUMMARY:**

Performs simple to complex administrative and staff support duties for the organization and Administration Department. Provides assistance to the Executive Director and Health Board on a variety of administrative duties such as scheduling travel plans and preparing specific reports. Responsible for initiating and maintaining all providers’ (e.g., MD, DDS, PhD) credentials with contracted insurance companies and Medi-Cal; follows up and takes action as needed.

**ESSENTIAL RESPONSIBILITIES:**

* Responsible for initiating and maintaining/re-attesting all providers’ (e.g., MD, DDS, PhD) credentials with contracted insurance companies and Medi-Cal; submits applications on behalf of providers and follows up with insurance companies and/or providers to maintain current credentialing; takes action as needed.
* Quarterly or as needed, submits online or paper applications on behalf of providers to re-attest their credentialing information for contracts (e.g., CAQH, Health Net, Optum).
* Tracks re-appointments/re-credentialing bi-annually.
* Responsible for tracking licenses and certifications for applicable staff (e.g., practitioner licenses, BLS, ACLS, PALS).
* Provides simple to complex administrative support duties for the Executive Director, Director of Operations, and Administration Department, including: making copies, credit card reconciliation, updating graphs and reports, and writing correspondence.
* Prepares agendas, reports, and presentation materials for monthly Health Board meetings and other meetings or projects as directed; maintains communication with department management to ensure department summary reports are submitted on time; mails out packets to Health Board Members prior to scheduled board meetings.
* Takes meeting minutes during Health Board meetings and any other meeting as directed.
* Receives and responds to correspondence as assigned.
* May receive and direct visitors or take phone calls on behalf of the Administration Department.
* Schedules meetings and maintains calendars on behalf of the Executive Director and/or clinic.
* Orders food and beverages for department meetings as needed via catering services or by picking up orders off site.
* Schedules travel plans for Executive Director and Health Board members as specified and directed; prepares packet with details of travel plans for each traveler.
* Receives and sorts incoming mail on a daily basis; notifies departments/staff of packages and products received.
* Reviews inventory of office and breakroom supplies such as toner, paper, disposable plates and utensils, etc., and works with the Director of Operations to order inventory as needed.
* Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Three years in an administrative support position.
* Excellent interpersonal skills and the ability to communicate information and ideas clearly and accurately, both verbally and in writing.
* Ability to operate in a dynamic, fast-paced environment with minimal supervision.
* Ability to handle stressful situations.
* Ability to work well with others and as part of a team.
* Ability to handle and maintain sensitive and confidential information.
* Ability to handle complex issues and problems.
* Must possess solid working knowledge of subject matter.
* Strong computer skills, including Microsoft Office applications; Excel proficiency and internet-navigation abilities.
* Working knowledge of standard office equipment.
* Attention to detail on technical, procedural, and administrative tasks.
* Demonstrated ability to balance demands, multiple issues, conflicts, and time pressures constructively and efficiently to meet organizational needs.
* Problem-solving skills and decision making skills.
* Self-starter.
* Fast learner with the ability to conduct independent research.
* Highly organized with excellent time management and plannings skills.
* Experience and sensitivity in working with culturally diverse communities, including the ability to relate to and understand the special and specific needs of Native Americans.
* Ability to operate a vehicle for offsite support.

**DESIRABLE QUALIFICATIONS:**

* Bachelor’s Degree.
* Previous credentialing experience is highly desirable.
* Previous administrative experience supporting an executive-level position.
* Previous experience in a healthcare setting.
* Native American preferred.

**LANGUAGE SKILLS:**

* Ability to read, analyze, and interpret program forms and documents.
* Ability to respond to common inquiries or complaints from staff, patients, regulatory agencies, or members of the business community.
* Ability to write correspondence for the Executive Director as needed.
* Ability to effectively communicate and present information to all levels of staff and management.

**MATHEMATICAL SKILLS:**

* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratios, and percentages, and to draw and interpret bar graphs.

**REASONING ABILITY:**

* Ability to solve practical and critical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, verbal, diagram, and/or schedule form.

**PHYSICAL REQUIREMENTS:**

* Ability to work in a dynamic and fast-paced environment with low to moderate physical activity. These activities can include: walking, stooping, bending, lifting up to ten (10) pounds, and sitting.
* Normal range vision correctable to 20/20 and ability to hear within normal range.
* Ability to deal with time constraints and stress.

**WORK ENVIRONMENT:**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of this job, the employee may be exposed to odors or airborne particles.
* The noise level in the work environment is usually within normal range.

**I have received, read, understood, and agree to perform the duties described in the above job description.**

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Signature of Employee Date

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Printed Name of Employee

Revised: 07/19