



ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

EDUCATION:

High School graduate or equivalent required. Associate Degree preferred. Valid NC Driver's License required.

EXPERIENCE:

Excellent computer skills using Word and Excel required. Excellent telephone and communication skills. Experience in customer service or health care field. Ability to operate standard office equipment.

ACCOUNTABILITY:

The Administrative Assistant reports to the Office Manager. Assignments may be generated from other office personnel.

FUNCTIONS:

The Administrative Assistant functions as a team member of First Choice Home Care. This person prioritizes and assists with the daily needs of the office and assumes some responsibilities of other office personnel in their absence.

Responsibilities include but are not limited to:

1. Knowledge of the various services offered by First Choice Home Care, Inc. and overall requirements of each.
2. Knowledge of Agency policies and procedures.
3. Knowledge of HIPAA and other regulations affecting office functions.
4. Working knowledge of job responsibilities of other office staff.
5. Assist Patient Care Coordinator with tracking of required employee documentation such as CPR, License, etc.
6. Tracks receipt of flow sheets, verifies documentation in computer for billing & payroll, compares documentation to POC for accuracy & variations, and files.
7. Dresses in professional manner appropriate for representing the agency and greeting visitors.
8. Appropriately receives, screens, and directs telephone calls and visitors.
9. Prepares monthly Newsletter with input from other office personnel.
10. Stuffs envelopes with check stubs and records private payments in check log.
11. Maintains petty cash.
12. Monitors, orders, receives, and distributes supplies to office (s).
13. Assumes most of Patient Care Coordinator responsibilities when needed.
14. Available to travel to other office (s) when needed.
15. Works with Administrator in scheduling nurses for nursing cases as needed.

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16. Communicates nursing problems, concerns, staffing issues, shortages with Administrator.
17. Successfully scans previous year's client discharges and employee terminations and appropriately shreds paper charts.
18. Reads and documents Monday through Friday thermometer readings of refrigerator containing medications.
19. Alerts nurse if thermometer readings are out of range.
20. Prepares and distributes photo name badges for all employees.
21. Maintains adequate supplies of printed material in office(s).
22. Prepares billing, payroll, transmissions, deposits, and posts payments in Office Manager's absence.
23. Assists with public relations and marketing. Sets up, staffs, and takes down displays at events.
24. Participates in On-Call responsibilities with other office personnel.
25. Maintains, documents, and displays appropriate knowledge of current trends and new developments through continuing education involving literature, workshops, and training seminars.

The Administrative Assistant may be asked to perform additional duties within the scope of the job functions.

OTHER QUALIFICATIONS:

1. Able to stand, bend, stoop, squat, kneel and reach freely.
2. Able to freely lift up to a maximum of 25 pounds.
3. Able to hear, read, write, and speak clearly.
4. Able to interpret technical instructions related to office equipment.
5. Ability to make sound judgments regarding customer service.
6. No facial piercings, or excessive or offensive tattoos.
7. Men will be cleanly shaven or facial hair neatly trimmed.

EVALUATIONS:

Performance evaluations are completed by the Office Manager with Administrator overview.

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Signature
Administrative Assistant

Date