

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Non-Profit Administrative Assistant

Worksite Name: Snake River Community Clinic

Supervisor Name: Heidi Burford-Bell Supervisor Email: heidi@srccfreeclinic.org

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (underline one)?

Entry Level Intermediate Level Skilled Level

Describe the duties of this position.

The Administrative Assistant will be working with different aspects of the Clinic, from patient administration to working with senior staff members in areas of development and fundraising, as well as operational. In addition to other duties as assigned by the Executive Director.

- Assistance with fundraising events, pre-planning, communications, set up, event website information, etc;
- Assist with development activities and donor communications;
- Assistance with grant writing, collecting data, writing program outlines, etc;
- Assistance with EHR data entry;
- Answering phones as needed and directing to appropriate department;
- Assist front office staff with registration, patient information, and data entry;
- Assistance with general admin, to include executive and finance support.

List the learning opportunities for this position.

- Attendance at Non-Profit Conferences
- Leadership Development
- Healthcare workshops: Mental Health FirstAid, Suicide Prevention, CPR

What qualifications and skills are needed for this position?

- Experience working in an office;
- Interest in non-profit organizations and health care administration;
- Research and information management capabilities.
- General office skills required;
- Highly organized and detail oriented;
- Excellent communications skills with patients, staff, donors and volunteers
- Knowledgeable with Microsoft Office, Websites and Social Media;
- Able to work as a team.

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