

	<b>Job Title:</b>	<b>Administrative Assistant</b>
	<b>Classification:</b>	<b>Non-Exempt</b>
	<b>Original Effective Date:</b>	<b>09/17/2024</b>
	<b>Revision Dates:</b>	
	<b>Job Code:</b>	<b># AD99</b>

- I. **SUMMARY/OBJECTIVE:** Provide excellent and quality support and care to patients in the assigned work facility in accordance with the Company's policies and procedures and established standards.
- II. **REPORTS TO:** Health Services Administrator, Director of Nursing, and, where applicable, Assistant Director of Nursing.
- III. **SUPERVISES:** Not applicable.
- IV. **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**
  - i. High school diploma or GED.
  - ii. Experience in health care system environment preferred.
- V. **COMPETENCY REQUIREMENTS:**
  - i. Effective communication skills, both written and verbal.
  - ii. Knowledge and skills related to computer usage and organization.
  - iii. Working knowledge of office equipment and medical terminology.
  - iv. Ability to collaborate effectively as part of an interdisciplinary team.
  - v. Ability to use an electronic medical record.
- VI. **DUTIES AND RESPONSIBILITIES (\* indicates an essential function):**

This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. You may be asked by your supervisor or manager to perform other duties.

  - i. \* Answers and processes telephone calls.

- ii. \* Assists with the scheduling of off-site transport for medical appointments.
- iii. \* Escorts approved visitors to and from the medical unit.
- iv. \* Assists on-site management with reporting requirements, including creating and maintaining reports regarding personnel and patient information.
- v. \* Works in conjunction with the Corporate Operations Department to ensure all equipment is in working order.
- vi. \* Ensures proper supply levels are maintained at all times for both administrative and medical needs.
- vii. Maintains a professional, tactful, and diplomatic attitude and working relationship with facility staff, contracted providers, outside services providers, and Company staff.
- viii. Maintains confidentiality at all times.
- ix. Provides full administrative and clerical support to the medical department.
- x. Assists with the credentialing process for all staff at assigned facility.
- xi. Assists HSA or designee with the facility schedule.
- xii. Perform all other duties as assigned or delegated by management.

## **VII. POSITION REQUIREMENTS:**

Individuals with disabilities which make them unable to meet the physical requirements or perform the duties and responsibilities as listed above will still be considered fully qualified if they can perform the essential functions of the job with a reasonable accommodation.

- i. \*Must be able to push/pull/lift a minimum of twenty-five (25) pounds.
- ii. \*Must be able to timely respond to emergency situations throughout the correctional facility and be able to perform lifesaving measures, such as CPR, on patients in either a standing, kneeling, or bent position for at least twenty (20) minutes.
- iii. \* Flexibility in work schedule is required as is temporary flexibility in work location(s).
- iv. Prolonged periods of standing and/or walking.
- v. Prolonged periods of sitting at a desk and working at a computer.

VIII. **EMPLOYER'S RIGHTS:** This job description is not a contract for employment and either you or the Company may terminate employment at any time, for any reason.

I have received and read the job description and understand the scope of the duties and responsibilities.

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Employee's Printed Name

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Employee's Signature

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Date