

Health Ministries Administrative Assistant

Susan Johnson, RN-BC, MPH

Susan.johnson2@hoag.org

www.hoaghealthministries.org

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Wanted: Administrative Assistant. Seeking the right team player to join an active community faith-based program led by a diverse and dynamic group of Registered Nurses. The position offers up to 40 hours per week, with seasonal variation. RightSource employee. NO Paid Benefits. For consideration or questions, please submit CVs to Susan.johnson2@hoag.org

Job Specific Essential Functions

Provides a wide variety of administrative duties supporting the Hoag Health Ministries Faith Community Nursing program. The administrative assistant will work with people of many faith traditions; displays and practices a work-style that reflects the mission, vision and values of the department and hospital; projects an image of professionalism in communication, appearance and conduct; must be organized and have the ability to multi-task.

Essential Functions

- Must work well with diverse populations representing many faith traditions, including staff and volunteers.
- Must be proficient in Microsoft Office Suite, including Word, Excel and Outlook. Demonstrate proficiency in typing, writing, grammar, punctuation, and oral communication.
- Must be willing to learn additional programs, such as Constant Contact, Survey Monkey, WePay, Volunteer Spot, QuickBooks, NurseDot and others as needed.
- Prepares charts, registration and billing forms for Faith Community Nurse (FCN) and clergy members; follow-up as needed.
- Maintains an Excel FCN member database; prepares monthly reports on FCNs activities
- Assumes active role in event planning, coordinating and follow-through of monthly meetings and special events.
- Create PDF flyers promoting Health Ministries programs. Develop & maintain accurate registration forms.
- Participates in programmatic projects and implementation of same. Participates in compilation of information for program newsletters and other correspondence and publications.
- Interacts appropriately with a multi-faith body of clergy, FCNs. Interacts with supervisors in an appropriate manner.
- Assures employee mandatory in-service and credentials are current.
- Manages work time efficiently and minimizes need for authorized overtime.
- Handles difficult customers with respect and compassion.
- During light workload situations, seek out additional tasks/duties for the department.
- Demonstrates flexibility in accepting schedule and work assignments.
- Keeps supervisor informed when problems may interfere with work being completed on time.
- Exercises authority when appropriate, recognizes needs and directing activities to departmental advantage.
- Performs other duties as assigned.