JOB TITLE
Nursing Administrative Assistant

JOB ID
18082

OPEN DATE
02/19/2020

LOCATION
San Jose

HOURS/WEEK
40

SALARY
$22 - $DOE

WORKDAYS
Monday-Friday

SHIFT/HOURS
8:00AM- 5:00PM

REQUIRED FOR POSITION
Fingerprints, Drug Screen, Background Check

REQUIRED EDUCATION
Other - Bachelor’s degree

JOB DESCRIPTION
Reporting to the Director of Nursing. The Administrative Assistant will also serve as a back-up to the GFHN Executive Assistant.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
To perform the job successfully, an individual should demonstrate the following competencies:
Administrative tasks including schedule management, calendar; submitting and tracking internal requests; coordinating activities and schedules; proofreading documents; mail distribution; assist with shipping and receiving; participating in key projects; and interfacing with high level executives in a professional, effective manner.

1. Nursing
   • Schedule on-call staff (Nurses, Medical Assistants, and Business Office Clerks). Must be readily available early mornings, late nights, and weekends to find staff coverage and adjust schedules in case of sick calls and emergency situations.
   • Work with staffing agencies (MedStaffing and Maxim) to assist with nursing coverage at all clinic sites. Process required paperwork and communicate scheduling needs.
   • Work closely with Clinic Coordinators when extra staff is available, and send them to other clinics when help if needed.
   • Order of medical supplies through McKesson and office supplies with Office Depot.
   • Assist in the edits and revisions of policies and procedures.
   • Approve timecards for on-call staff.
   • Monitor temperatures of the back-up refrigerator and freezer in the warehouse.

2. Fund Development
   • Create monthly report to the Fund Development Committee for monthly meeting.
   • Track and monitor grant proposals, applications, and submissions.
   • Work closely with grant writer with grant research and letters of inquiry.
   • Complete all grant midterm and annual reports with assistance from key staff members.
   • Assist in all fund raising activities (mailers, fundraisers, etc.). Send thank you letters to all donors as fund come in.
   • Log all donations into database (Exceed Beyond) and deposit donations to bank account (Bank of America).
   • Monitor PayPal account. Transfer funds monthly to Bank of America.
   • Social media postings (Facebook, LinkedIn, Twitter, Instagram).
   • Create e-newsletters, draft and schedule for mailing and post blogs on website.
   • Work with blog writer for blogs and appeals. Find patient, client, or employee stories. Schedule interviews with blog writer.
   • Minor website updates as needed. Communicate all other web maintenance needs with web developer.
   • Link job-descriptions to job posting online.
• Order promotional items as needed for development and Enrollment Specialists.

3. Corporate
• Filing, copying, and scanning of documents
• Open and distribute mail
• Meeting coordination; booking of the corporate conference rooms.
• Pick up donations from outside sources.
• Order food for meetings.
• Purchase requisitions for multiple vendors.
• Assist with event planning and preparations.
• Assist with expense reports for CEO and COO.
• Fill in for GFHN Executive Assistant when needed.

3 TO 5 KEY SKILL SETS REQUIRED
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:
- 2-3 years of progressive experience as an administrative assistant
- Bachelor’s Degree

REQUIRED SKILLS:
1. Ability to work independently and exercise good judgment
2. Effective oral and written communication skills
3. Ability to multitask and switch from one department to another
4. Possess great organizational skills
5. Possess a sold proficiency in Microsoft Word, Excel, and PowerPoint
6. Strong interpersonal/communication skills
7. Ability to successfully take meeting notes
8. Sense of urgency and attention to detail
9. Ability to communicate in a professional and effective manner
10. Some event planning experience

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients and the general public.

SUPERVISES:
None

It is the policy of Gardner Family Health Network, Inc. to provide equal employment opportunity to all people without regard to race, color, ancestry, religious creed, national origin, disability, medical condition, gender, age, sexual orientation or marital status.