



## Job Documentation

<b>JOB TITLE:</b> Administrative Assistant to the Board/CEO	<b>JOB CODE:</b> S658
<b>DEPARTMENT:</b> Administration	<b>STATUS:</b> Non-Exempt
<b>SUPERVISES:</b> NA	<b>ADDENDUMS:</b> NA
<b>REPORTS TO:</b> Chief Executive Officer	<b>EFFECTIVE DATE:</b> December 2020
	<b>REVISED ON:</b> TBD

## PRIMARY FUNCTIONS

The Administrative Assistant to the Board/CEO is responsible for various skilled administrative functions for the CEO or Board of Directors. Greets visitors, arranges appointments and travel, and prepares minutes of meetings and conferences.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

## QUALIFICATIONS

### Education and/or Experience

- High school diploma or general education degree (GED) required
- Associate's degree or two-year technical school preferred
- 1-2 Years medical filed experience preferred

### Certificates, Licensure, Registrations

NA

## GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR



- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bend and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

### **SIGNIFICANT DUTIES**

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- Screens incoming calls and correspondence and responds independently when possible
- Prepares memorandums outlining and explaining administrative procedures and policies and monitors compliance
- Arranges programs, events, or conferences, issuing information or invitations, coordinating speakers, and controlling event budget
- Directs preparation of records such as agenda, notices, minutes, and resolutions for meetings
- Acts as custodian of hospital documents and records
- Directs preparation and filing of hospital legal documents
- Composes and prepares confidential correspondence, reports, and other complex documents
- Creates and maintains database and spreadsheet files
- Arranges complex and detailed plans and itineraries, compiles documents for meetings when requested
- Keeps CCCH website and Facebook page up to date with current events
- Assists and develops other promotional materials as required



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

## Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



## SIGNATURES

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This job description has been approved by all levels of management.

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Manager

Date

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HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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Employee

Date