

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: EXECUTIVE ASSISTANT TO THE CHIEF MEDICAL OFFICER
DEPARTMENT: MEDICAL
SUPERVISED BY: CHIEF MEDICAL OFFICER
CLASSIFICATION: FULL-TIME NON-EXEMPT

POSITION SUMMARY:

The Executive Assistant to the Chief Medical Officer position is multi-functional in that it facilitates the goals of the Chief Medical Officer's office.

ESSENTIAL FUNCTIONS:

- Maintains an organized filing system
- Maintains CME Patient schedules and facilitates medication refills, telephone calls, new prescriptions, and other orders.
- Assist Chief Medical Officer with daily medical and non-medical scribing and transcriptions
- Audit daily charts and records for compliance consistency
- Run HEDIS, GPRA, Partnership, and other medical reports upon request and as needed
- Respond to emails and other sensitive medical-related correspondences as requested
- Assists the Chief Medical Officer with various projects as requested
- Proactively coordinate and manage meeting scheduling and agendas
- Arrange and execute logistics of meetings and other teamwork
- Assist with assignments/projects as requested
- Assist with general administrative tasks as needed
- Plan travel, including flights, accommodation, and ground transportation
- Partner and network with other administrative assistants to collaborate, obtain information, get things done, and solve problems
- Anticipate needs and plan/coordinate for future needs
- Maintain sound judgment and discretion when handling sensitive and confidential information

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Certified Medical Assistant, Licensed Vocational Nurse
- Must possess a high level of competency in organizational, communication and interpersonal skills
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex. Disability or political affiliation
- Ability to prepare and express ideas in writing and verbally
- Ability to understand and carry out oral and written instructions
- A valid California Driver's license is required
- Must be available for occasional travel to conferences, seminars and training
- Knowledge of the regulations regarding client confidentiality
- Must possess good working knowledge of Microsoft Word and Excel
- Computer literate

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date