

**HEALTH CARE SYSTEMS CORPORATION/
RENAISSANCE HEALTH CARE GROUP
ASSOCIATE POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT**

Purpose of Your Job Position

The primary purpose of this position is to answer the phones, greet and direct visitors as they enter, process accounts payable, assist with the internal/inter-company payroll process and provide scheduling coordination and clerical support to the group of companies' senior staff.

Delegation of Authority

You are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Reporting Relationship

Reports to the Corporate Office Administrator/Director of Financial Services.

Evaluation of Performance

This position will be evaluated based on the Job Description on at least an annual basis.

At-Will Employment

The employment relationship between you and your employer is based upon the mutual consent of both parties. As such, either party can terminate the employment relationship for any reason at any time, with or without cause or advance notice. This is a full statement on this issue, and this agreement can be amended only with the written consent of both parties.

Essential Job Functions\Duties

- Answers the phones
- Conducts recurring accounts payable processing
- Assists with biweekly payroll
- Maintains personnel files
- Greets visitors and direct
- Provides on-line and direct scheduling and clerical support to company officers and management staff
- Assists in special projects as assigned by the Office Administrator and company officers

Committee Functions

- As assigned

Staff Development

- Attends and participates in in-service educational classes and on-the-job training progress as scheduled

- Attends and participates in workshop, seminars, etc., as approved

Safety and Sanitation

- Reports all unsafe/hazardous conditions, defective equipment, etc., to your supervisor immediately

Equipment and Supply Functions

- Reports equipment malfunctions or breakdowns to your supervisor as soon as possible
- Assures that work/assignment areas are clean and records, files, etc., are properly stored before leaving such areas on breaks, end of work day, etc.
- Establishes 'log' record system per computer issues - resolutions

HIPAA Responsibilities

- Maintains CONFIDENTIALITY of all pertinent resident and patient care information to assure resident and patient rights are protected
- Assures that residents and patients rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are followed

Working Conditions

- Works in office area as well as throughout the facility
- Sits, stands, bends, lifts and moves intermittently during working hours
- Is subject to frequent interruptions
- Works beyond normal working hours, weekends and holidays, and on other shifts/positions as necessary
- Attends and participates in continuing educational programs
- Communicates via phone with health care personnel and other department personnel
- Handles sensitive issues among company officers and companies clients
- Is involved with personnel, visitors, government agencies and personnel, etc., under all conditions and circumstances

Education and Experience

- High school graduate or equivalent
- Post secondary education in generally accepted accounting principle is highly desirable
- At least 2 years experience working with the public

Knowledge, Skills and Abilities

- Has strong typing and computer skills
- Has excellent organizational skills
- Has strong communication skills
- Possesses ability to develop and interpret Business Office policies and procedures and apply them in specific situations.

Specific Requirements

- Is able to read, write, speak and understand the English language adequately to represent the companies in a professional environment.
- Possesses the ability to make independent decisions when circumstances warrant such action and is willing to incorporate them into existing practices.
- Possesses the ability to deal tactfully with personnel, clients, visitors and the general public and is willing to incorporate them into existing practices.

- Has ability to work harmoniously with other personnel and is willing to incorporate them into existing practices.
- Has ability to minimize waste of supplies, misuse of equipment, etc. and is willing to incorporate them into existing practices
- Possesses the ability to seek out new methods and principles and is willing to incorporate them into existing practices.
- Is able to follow written and oral instructions.
- Is knowledgeable in usage of computers, data input and output to include report retrieval and possesses proficiency in use of Microsoft Office applications and use of internet applications for business purposes.

**Physical and Sensory Requirements
(With or Without the Aid of Mechanical Devices)**

- Must be able to move intermittently throughout the work day.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing or use prosthetics that will enable these senses to function adequately to assure that the requirements of his position can be fully met.
- Must function independently, have personal integrity, have flexibility, and the ability to work effectively with other personnel.
- Must be in good general health and demonstrate emotional stability.
- Must be able to lift, push, pull, and move office equipment, supplies, etc., in excess of fifty (25) pounds.

Acknowledgement

I understand and acknowledge that this job description sets for the basic requirements necessary to perform the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Company needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that this job description is not all inclusive and that the company reserves the right to revise and/or change job requirements and responsibilities as needed.

I further acknowledge that this description is not a contract, in whole or in part, and that I am an employee at will. As such, I understand that my employment can be terminated at will by the company or myself and that termination can be made with or without notice.

Date Associate Signature

Date Supervisor Signature