



ADMINISTRATIVE ASSISTANT - MEDICAL

Job Requisition # **21-0076**
Location: **Riverside Health Center**
Application Deadline: **Until Filled**

Hours Per Week: **40**
Status: **FT (1.0 FTE)**
Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. For over 50 years, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer.

Position Purpose:

The medical Administrative Assistant provides administrative support to the Chief Medical Officer, medical directors, and medical staff. This position provides an array of administrative support functions including the support of all Medical committees and workgroups and provider re-credentialing and re-privileging.

Essential Duties:

- Clerical Support – typing, scheduling appointments, maintaining calendars, etc.
- Assists with the recruitment and new medical providers and interview processes
- Organizes and coordinates the orientation schedule for all new medical providers
- Updates Procedure Scheduling Guidelines
- Carries out special projects as assigned
- Supports medical staff applications for re-credentialing and annual reviews.
- Assists practice management in coordinating coverage for clinical locations as needed.
- Coordinates with hospital, nurse triage service, and the answering service for afterhours call needs and scheduling of medical providers.
- Oversight of medical student, residents, and APP scheduling.

Basic Qualifications:

Education and Experience

- Associates Degree in Business Administration or related field.
- Five years of progressively responsible office management positions, including experience in supporting senior leaders.
- Experience in a healthcare setting preferred.

Knowledge, Skills, and Abilities

- Ability to type 60 wpm
- Advance MS Office application skills. SharePoint and Electronic Medical Records experience desired.
- Demonstrated ability to handle detailed work tasks in a dependable, persistent, and responsible manner.

To apply for this position, please send a resume and cover letter to: HR@CHCB.org
The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available