



ADMINISTRATIVE ASSISTANT - NURSING

Job Requisition # **21-0126**
 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 Administrative Assistant is responsible for providing administrative support to the Chief Nursing Officer and the nursing leadership team. Routine support functions include assisting with meeting agenda preparation and minute taking, Outlook calendar management, managing accounts with outside service vendors, assisting with electronic shared file maintenance, departmental data collection and reporting related to trainings and competencies, creating and managing clinical schedules, and working closely with multi-site leadership teams to coordinate quarterly and annual meetings and trainings.

Basic Qualifications:

Education and Experience

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

Knowledge, Skills, and Abilities

- Ability to operate standard business equipment including computer/laptop/tablet, photocopiers, fax machines, and postage meters.
- Advanced Microsoft Office applications skills including Word, Excel, Outlook, PowerPoint, Publisher and Adobe. EMR experience desirable. Ability to type 60 wpm
- Knowledge of clerical and administrative procedures and systems such as managing paper and electronic files, designing forms and compiling data.
- Excellent writing skills including ability to compose accurate and succinct meeting minutes.
- Ability to set and re-set priorities on an ongoing basis, reacting to changing information and/or circumstances.
- Ability to work independently as well as within a team environment, remain pleasant and maintain a good-natured, cooperative attitude, with a willingness to take on responsibility and challenges.
- Demonstrated ability to handle detailed work tasks in a dependable, persistent and responsible manner.
- Knowledge of clerical and administrative procedures and systems such as managing paper and electronic files, designing forms and compiling data.
- Ability to sense when additional information or assistance/support is required for successful outcomes.
- Ability to understand and convey information effectively and professionally to a wide-variety of people via clear verbal, written and/or email communications.
- Ability to provide strong customer and personal service.
- Willingness to actively look for ways to help and further operational progress.

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