

JOB TITLE: Nursing Administrative Assistant
PROGRAM: Clinical
SUPERVISOR: Director of Clinical Nursing Services
POSTING DATES: 12/1/2017
HOURS: 40 hours/week

DUTIES:

Reporting to the Practice Administrator, the Nursing Administrative Assistant is responsible for directly assisting the Nursing Director and for supporting administrative functions needed to implement nursing education and other continuing education opportunities, message taking, and meeting minutes. Serves as back up for Transitional Care, answering calls from outside institutions, documents all communications in EPIC, follows-up with patients and makes follow-up appointments as necessary. This position also works closely with Clinical Coordinators to support nursing staff scheduling and processing payroll.

The Nursing Administrative Assistant will:

- Provides administrative assistance to the Nursing Director, Clinical Coordinators and nursing staff.
- Routinely monitors the nursing schedule to avoid conflicts and identify scheduling needs and alternatives in Schedule Anywhere.
- Processes payroll on a bi-weekly basis and works with the nursing director to resolve variances.
- Assists the nursing director with time off requests and communicates outcome to nursing staff.
- Schedules and keeps minutes at monthly nursing meetings.
- Assists with the creation of education materials and PowerPoint presentations.
- Communicates important information to nursing staff quickly and efficiently.
- Serve as back up for the Transitional Care Liaison staff.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- High School Diploma or Equivalent required; Bachelor's degree preferred
- Excellent verbal communication and written skills
- Detail oriented and organized
- Computer skills, especially, MS Word, MS Excel and MS PowerPoint
- Bilingual skills a plus

For consideration, please forward resume and salary requirements to:

DotHouse Health
Attn: Human Resources Department
1353 Dorchester Avenue
Dorchester, MA 02122
dh.jobs@dorchesterhouse.org

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