**TITLE: Administrative Assistant (Retirement Center)**

**LAST REVISED: October 1, 2013**

**REPORTS TO: Administrator**

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of the position is to perform secretarial duties, recordkeeping functions, administrative detail and follow-up functions to assist the Administrator in meeting the administrative needs of the facility in accordance with applicable federal, state, and local standards, guidelines and regulations governing the facility and as directed by the Administrator, to assure that proper administrative procedures are maintained at all times.

**EDUCATIONAL REQUIREMENTS:**

A minimum of two years college or technical education. Associate’s Degree in Business Administration preferred, but not required.

**EXPERIENCE:**

1. Must have at least 3 years experience in an administrative assistant capacity.
2. Must be able to type a minimum of 60 words per minute.
3. Must possess an above average working knowledge of computers, input/output data, etc.
4. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies and the general public.
5. Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures of Administration.
6. Must possess the ability to work without direct supervision.
7. If appropriate, on-the-job training will be provided in admission procedures.

**PHYSICAL REQUIREMENTS:** (with or without the aid of mechanical devices)

1. Must be able to move intermittently throughout the work day.
2. Must be able to speak, read, and write the English language in an understandable manner.
3. Must be able to function independently, have flexibility and personal integrity, and the ability to work effectively with the other personnel.
4. Must be able to cope with the mental and emotional stress of the position.
5. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset and at times hostile people within the facility.
6. Must meet the general health requirements set forth by the policies of this facility.
7. Must be able to assist in the evacuation of residents.
8. Must be able to push, pull, or move a minimum of 50 pounds.

**EXPECTATIONS:**

**Every effort has been made to identify the essential functions of this position. 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 an essential function of the position.**

Magnolia Manor, Inc. has embraced the concept of *Servant Leadership* and is committed to its implementation company-wide*.* Servant Leadership is all about building a workplace community that cares about and serves others, a workplace that creates a sense of shared responsibility where all employees feel they are valued and are an integral part of our organization. Employees must be willing to become a part of the “Servant Leadership Team”, dedicated to continuous improvement in developing and demonstrating the servant leadership characteristics:

Patience Showing self-control

Kindness Giving attention, appreciation, and encouragement

Humility Being authentic, not thinking less of yourself, but thinking of yourself less

Respectfulness Treating others as important people

Selflessness Meeting the needs of others

Forgiveness Giving up resentment when wronged

Honesty Being free from deception

Commitment Sticking to your choices

*Administration:*

1. Assist the Administrator in the planning, developing, organizing, implementing, evaluating, and performing administrative procedures.
2. Develop and maintain a good working rapport with personnel within the facility, the corporate office, and other facilities.
3. Assist in maintaining good public relations that serve the best interest of the facility and community alike.
4. Work with Administrator’s calendar, scheduling meetings and appointments as requested.
5. Attend monthly Department Head Meetings, monthly All Staff Meetings and other meetings as requested. Record and type the minutes and submit to Administrator for approval. File appropriately.
6. Process new hire paperwork, setup employee files, and maintain employee files in compliance with licensure regulations including charting Inservice hours.
7. Maintain resident files in compliance with Magnolia Manor policies and licensure regulations.
8. Maintain employee files in compliance with Magnolia Manor policies and licensure regulations.
9. Assist department heads and staff with their secretarial and administrative needs as requested.
10. Prepare weekend call list and campus administrator on call list and distribute to appropriate departments.
11. Assess rooms and prepare work orders for move-ins and prepare move-out inspections.

*Reception/Switchboard Duties:*

1. Supervise the front office staff in accordance with Magnolia Manor policies and procedures.
2. Hiring, training, and scheduling of the front office staff.
3. Ensure all communication, whether by telephone or in person, is handled with utmost professionalism and respect.
4. Prepare month end postage report for the Business Office.

*Payroll / Human Resources:*

1. Process payroll:
   1. Monitor employee missing time card data by running a Payroll Exception Report.
   2. Forward the printout of missing clock data to appropriate department head(s) so paperwork for correction can be filled out and correct data entered into Payroll System before Payroll Monday.
   3. Enter the corrections into the Payroll System as they are submitted by the department heads.
   4. Enter “other” time (P/L, sick, etc.) into the payroll system as it is approved and submitted by department heads.
2. Assist employees with the various payroll needs (status changes, tax exemption changes, direct deposit, annual Holiday Savings account enrollment, etc.).
3. Assist employees with human resource needs as requested, interacting with the corporate Human Resources Department.

*Accounting:*

1. Accounts Payable: Forward all invoices to the Administrator for approval and then send to corporate Accounts Payable.
2. Billing statements: Assist residents with Magnolia Manor billing statements.
3. League of Good Samaritan funds: Process application, prepare account adjustment form, distribute approved documentation to the corporate Business Office.
4. HUD Housing Assistance: Prepare account adjustment form and distribute approved documentation to the corporate Business Office.
5. Service Coordinator Voucher: Prepare and submit the monthly voucher.

*Safety and Sanitation:*

1. Follow all safety, infection control, and standard precaution policies and procedures when performing daily tasks.
2. Participate in all fire safety and disaster preparedness drills.
3. Maintain the Master MSDS (Material Safety Data Sheets) Notebook for all hazardous chemicals used or stored in the Administration Department.
4. Report all hazardous conditions/equipment to the Administrator and/or Maintenance Supervisor immediately.

*Staff Development:*

1. Attend all meetings and in-services designated as mandatory.
2. Attend and participate in annual OSHA and CDC training programs, annual disaster training, and continuing education programs.
3. Assist in orienting new employees to the facility, its policies and procedures.
4. Develop and implement in-service programs relating to Servant Leadership, Workers’ Compensation policies and procedures, and Safety.

*Assure Resident Rights at all times:*

1. Attend Resident Rights in-service quarterly.
2. Rights of all residents are to be respected at all times per “Residents Bill of Rights.”
3. Maintain resident confidentiality per HIPPA guidelines.
4. Knock before entering a resident’s room

*Other:*

1. Subject to frequent interruptions.
2. Must be flexible in willingness and ability to work beyond normal duty hours, including weekends, and in other situations as needed to meet the requirements of Magnolia Manor residents.
3. Subject to call-back during any emergency conditions (i.e., severe weather, evacuation, natural disaster, etc.)
4. Expected to follow the policies set forth in the Employee Handbook.
5. Must be without conviction of any criminal offense that would prohibit employment in a nursing facility or exclusion from participation in any Federal health care programs.

**ACKNOWLEDGMENT**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Administrative Assistant (Retirement Center)** and agree to perform the identified expectations in a safe manner and in accordance with the facility’s established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious disease, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the Hepatitis B vaccination.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself and that such termination can be made with or without notice.

Signature – Administrative Assistant Date

Signature – AdministratorDate