

**Community Health Alliance of Pasadena dba ChapCare  
Job Description**

**Title:** Executive Assistant  
**Department:** Administration  
**Reports To:** Chief Executive Officer  
**Directs:** None  
**EEOC:** Clerical/Office  
**FLSA Status:** Non-exempt  
**Salary Range: DOE**

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**Summary of Duties**

This position performs all necessary administrative, coordinative, secretarial support to the Chief Executive Officer. Directly assumes all tasks necessary to facilitate smooth coordination of the day to day operations of the Administration Office. This position requires a high level of organization and coordination of all related management functions. Candidate must have the ability to interface with top level personnel, members of the ChapCare Board of Directors and Providers.

**ChapCare's Expectations of all Employees**

- Adheres to all ChapCare's Policies and Procedures
- Conducts self in a manner that represents ChapCare's core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Communicates regularly with her/his immediate supervisor about Departmental and ChapCare concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

**Essential Duties and Responsibilities**

Responsibilities include:

- Prepares effective and accurate correspondence, minutes, and reports; composes memos and reports as instructed. Transcribes from handwritten notes, Dictaphone or shorthand. Types, formats and proofreads a variety of materials including minutes of meetings, etc.
- Deals discreetly with large amounts of sensitive, confidential information concerning ChapCare affairs, information contained in minutes, letters and other documents.
- Works effectively with Board of Directors, ChapCare management and Providers to assure accurate and timely communication and follow-through.
- Provides a high level of support to the CEO and Board of Directors.
- Coordinates and schedules all Board and Committee meetings and the preparation of the agenda and other written documents.
- Processes/prepares all meeting materials accurately, in proper format and in the appropriate time frame.
- Arranges for audio-visual aids as needed for presentation.

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- Meets established deadlines when completing minutes, materials, special projects and daily responsibilities.
- Schedules meetings, appointments and interviews to ensure optimal utilization of the CEO's time; continually reviews calendar and keeps CEO updated.
- Makes arrangements for annual Board retreat, including accommodations, coordination of schedule, and all written and audio-visual materials as needed.
- Demonstrates good judgment in screening telephone calls for the CEO, processes telephone information requests courteously and accurately. Inspires confidence from callers, visitors and co-workers by remaining well-informed and prepared at all times. Resolves or refers calls where appropriate, taking initiative to make decisions within authorized scope of responsibility or directing decision making to the proper authority.
- Processes incoming and outgoing correspondence for CEO in an accurate, professional, and confidential manner.
- Develops and maintains accurate up-to-date files, records, reports and correspondence for the CEO and the Board of Directors.
- Provide clerical support to Senior Leadership Team as needed.
- Sort and route administration office mail.
- Schedule conference rooms for various functions.
- Miscellaneous duties as required.

**\*These are essential job functions for this position. The essential functions of this job include, but may not be limited to those listed in this job description.**

### **Qualifications**

**Education:** Bachelor's Degree in business or health care preferred and/or

**Experience:** Minimum of five years' experience as an executive assistant within the health care field reporting to top level management.

### **Knowledge/Abilities:**

- Executive level minute taking, typing, spelling, grammatical skills required; and, ability to construct text required.
- Computer proficiency, MS Word, Word Perfect, Excel, and Lotus required;
- Shorthand or speed writing required;
- Must possess a high quality of interpersonal skills and the ability to communicate in a professional, appropriate and effective manner;
- Excellent verbal and written communication skills;
- Must be able to relate well to the cultural and ethnic characteristics of the ChapCare community.

### **Special consideration or requirements**

Some occasional evening and weekend hours.



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**Physical Demands/Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to drive to all ChapCare facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis.

**Acknowledgement of Receipt**

I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date