



Southwest Family Care Alliance

Job Title: Executive Assistant	Job Start Rate: \$17.50per hour
Department: Administration	Job Rate: \$18.20 per hour
Revision Date: 03/01/2010	Fair Labor Standards Act (FLSA): Non-Exempt

Position Overview

The position is primarily responsible for providing administrative and clerical support to the Chief Executive Officer, Director of Care Management, and the Chief Financial Officer.

Essential Duties and Responsibilities:

- Handle confidential and non-routine information.
- Schedule and organize complex activities such as meetings and department activities.
- Create and develop visual presentations.
- Organize and prioritize information and calls.
- Type and design general correspondences, memos, charts, etc.
- Record and transcribe meeting minutes.
- Maintain and update filing system.

Minimum Education, Training and Experience Requirements:

- High School diploma or equivalent required.
- Vocational/technical training in office support functions with five years experience preferred.
- Excellent typing skills with knowledge and demonstrated experience in computer use, preferably in a Windows environment.
- Must be proficient in a variety of computer software applications including word processing, spreadsheets, database and presentation software (MS Word, Excel, Access, PowerPoint).
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to juggle multiple competing tasks and demands.
- Must be able to gather, synthesize, and document new ideas and information.
- Ability to assist in the creation of policies/procedures and affiliated forms.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact, and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization both in person and in writing.
- Must have a good command of the English language, oral and written.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to apply situational reasoning by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to work independently.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to operate a motor vehicle.
- Current WI driver's license and unlimited access to reliable transportation.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

The Southwest Family Care Alliance is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SFCA will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.