Office Assistant

The Office Assistant performs receptionist duties, clerical services and such other business office services necessary to ensure operational efficiency of the office functions.

Reports to: Director of Community Development

Principal requirements
1. High school diploma or equivalent
2. Physically able to perform duties
3. Current driver’s license, reliable transportation, and current/valid automobile liability insurance.
4. Current PPD or chest x-ray negative for tuberculosis or proof of tuberculosis treatment with documentation of current noninfectious status
5. Willingness to undergo and ability to pass drug screen by urine or blood sample per agency policy
6. Minimum of six months clerical experience in a healthcare or equivalent setting
7. Ability to adhere to all applicable Home Hospice policies and regulatory requirements
8. Ability to adhere to the Mission and Vision Statement of Home Hospice of Grayson County

Competency requirements
1. Ability to read and comprehend written instructions and correspondence
2. Ability to write basic correspondence
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
4. Proficiency in computer skills including Microsoft Office programs: Words, Excel, Publisher
5. Proficiency in basic mathematics and grammar
6. Proficiency in basic office skills, including, but not limited to typing, computer skills, photocopying, faxing and filing
7. Ability to communicate effectively and diplomatically with patients, caregivers, referral sources and fellow staff members
8. Ability to follow assignments and manage time to complete duties of position expediently
9. Ability to recognize experience and knowledge limitations so as to direct communications to appropriate personnel

Physical requirements
1. Vision and hearing acuity sufficient to use devices for communication
3. Ability to reach with hands and arms and to lift and move items up to 10 pounds
4. Ability to function in a normal office environment

Duties and Responsibilities
1. Greet visitors, ascertain needs, communicate needs to appropriate staff members
2. Protect security of office by prohibiting unauthorized persons from entering any restricted area
3. Answer phone and direct calls to appropriate staff members
4. Provide support for community and marketing events
5. Complete business office and clerical duties as assigned
6. Other duties as assigned

I have read and understand the above job description and fully understand the requirements set forth therein, agree to abide by the requirements set forth, and will perform all duties and responsibilities to the best of my ability.

____________________________________________ __________________________
Employee Date