

JOB DESCRIPTION

TITLE OF POSITION: OFFICE COORDINATOR

TITLE OF IMMEDIATE SUPERVISOR: Administrator

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES OF POSITION

Oversees the operations of the office, including maintaining current employee personnel files, answering all phone calls, preparing and maintaining the Agency's payroll system, and compiling statistics necessary for the Administrator

POSITION RESPONSIBILITIES

1. Maintains all staff and contract personnel files
2. Maintains master files of personnel evaluations and makes copies on monthly basis for the appropriate department supervisor
3. Keeps all evaluation forms current
4. Sends deficiency notices to personnel
5. Acts as Receptionist for the office, answering inquiries of general nature from applicants, visitors, and professional staff, assisting them in a friendly and cooperative manner
6. Assists in miscellaneous bookkeeping functions
7. Submits bills to appropriate health care agencies
8. Assists the full-time and part-time payroll procedures
9. Assumes various duties as directed by the Administration in the area of personnel and accounting

JOB CONDITIONS

1. Position is stressful in terms of meeting deadlines.
2. It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
3. Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.
4. It requires minimal lifting of office records and printouts.
5. The ability to read 12 point and larger type is required.
6. One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing.

EQUIPMENT OPERATION

The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.

COMPANY INFORMATION

Has access to all client medical records and client financial accounts, personnel records and company financial records, which may be discussed with all management staff, including Board of Directors

QUALIFICATIONS

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| 1. High school diploma or equivalent |
| 2. Two years experience as a coordinator or office manager, preferably in the health field |
| 3. Should be a skilled organizer able to manage office files, log books and staff schedules |
| 4. Must possess light secretarial skill and have a polite telephone manner |

ACKNOWLEDGMENT

Employee Signature	Date
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