

Modoc Medical Center

JOB ANNOUNCEMENT

Final Filing Date:
Open Until Filled

**ADMINISTRATIVE ASSISTANT -
CNO
Full time**

Wage Rate:
Dependent on Experience
\$22.50-\$33.01

Modoc Medical Center is accepting applications for a full time Administrative Assistant to the Chief Nursing Officer (CNO). Under the direct supervision of the CNO, the Administrative Assistant is responsible for providing administrative and clerical support to the CNO. To develop and maintain a facility wide educational calendar. Coordinate education that is offered throughout the organization and online platforms.

Position Responsibilities:

- Maintains all information as confidential as appropriate, to include payroll, material produced for union negotiations, personnel information, and other information obtained while performing job duties that is confidential.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves CNO's time by reading researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains CNO's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Welcomes Nursing Administration guests and visitors by greeting them, in person or on the telephone, answering or directing inquiries.
- Resolves conflicts and complaints from members of the public, patients, employees, or other stakeholders, or directs them to the correct person to resolve the conflict.
- Sits in on various meetings; takes minutes, transcribes minutes, and sends the completed reports to those in attendance at the meetings.
- Prepares reports by collecting and analyzing information.
- Assist with the preparation and editing of documents, reports, and presentations.
- Supports other Administrative Assistants.
- Paycom Payroll Duties: Collects all request-off sheets; enters corrections in Paycom; copies exemption forms for accounting; approves employee time sheets.
- Assists with Policy development and assists with Departments Policy and Procedure manuals assembly and scanning.
- Coordinates the creation and revision of Policies and Procedures and of Department Manuals. Tracks these through the approval process. Distributes to applicable departments upon approval from the Board of Directors. Maintains databases of policies and procedures and department manuals ensuring that the most current version is readily available and stored in the Administrative Office.
- Assists all departments in identifying short- and long-term goals for education and competencies of all staff within the organization. Collaborates with other leaders and educators to facilitate achievement of these goals.
- Plans, implements, directs, and evaluates the educational needs of MMC and assists with new employee orientation program.
- Maintains the organizational education calendar for all training offered by MMC. Coordinates all educational activities offered by MMC with those currently involved in providing these opportunities to MMC staff and establishes new mechanisms for delivery of this education where possible and within the financial means of MMC.
- Maintains and assists Human Resources (HR) with the annual educational modules in HealthStream.
- Assist other departments with educational modules in HealthStream and is a resource for other departments wishing to use the HealthStream platform for departmental training.

Minimum Requirements:

- High School diploma, associate's degree in clerical or business preferred.
- 3-5 years of experience in providing support for upper-level management in a related organization, office management or administrative setting.
- 1-2 years of experience in a hospital setting and public meeting experience preferred.
- Ability to read, write and communicate effectively in English.
- Strong presentation skills; detail oriented & a self-starter

Application Process: Anyone interested in applying should apply on-line at www.modocmedicalcenter.org

Modoc Medical Center – Human Resources Department - PO. BOX 190 Alturas, Ca. 96101

ADMINISTRATIVE ASSISTANT (CNO)
January 7, 2025

EOE