



Call Today (541) 707-2257 (ACLS)



# WE ARE HIRING

## ADVANCE CARE LIFE SERVICES HAS NEW OPEN POSITION

### Executive Assistant Position

Join Us at Advanced Care Life Services!

**ACLS is a different type of care company; locally RN owned, community invested, and bringing innovation to the entire healthcare community in the Rogue Valley and beyond! We are looking for an Executive Assistant who believes in supporting our excellent caregivers and who works well with professional staff/international team members. Our rapidly growing in-home care agency is expanding to a larger headquarters and adding adult foster homes for a continuum of care.**

**Come Be a Part of Our Team!**

#### *Executive Assistant Job Description*

The Executive Assistant reports to the Agency Administrator and is responsible for assisting with the overall operations of the agency office, and for helping the Agency Administrator organize and direct the agency's ongoing functions.

#### *Responsibilities and Requirements*

- Assure the accuracy and completeness of information provided to the public regarding services provided.
- Maintain internal operating systems.
- Participate in quality improvement programs.
- Be accessible and available during all hours in which services are provided to clients via the agency's telephone number or other assigned phone number.
- Assist Agency Administrator to assure compliance with all rules and laws regulating the agency.
- General office/clerical duties (filing, typing, copying, scanning, answering telephone calls, generating and responding to emails, faxes and text messages).
- Attending networking meetings/participating in professional societies as needed.
- Maintaining filing systems.
- Driving personal vehicle for office and client duties as needed.
- Be familiar with company policies and procedures to ensure compliance with Oregon Administrative Rules.
- Participate in quality improvement programs.
- Maintain a positive and safe work environment.
- Maintain client, employee and agency confidentiality in accordance with HIPAA and other privacy guidelines.
- Communicate appropriate matters to the Agency Administrator.
- Maintain regular, predictable attendance.

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### **Required Skills and Qualifications**

- Work independently with minimal supervision; be self-motivated.
- Excellent verbal and written communication skills.
- Be able to communicate both orally and in writing to sufficiently perform their tasks and duties and interact effectively with clients and agency staff.
- The ability to build effective professional relationships.
- Strong conflict resolution skills.
- Excellent interpersonal and customer service skills.
- Excellent time management skills with proven ability to meet deadlines.
- Proficient with MS Office Suite (Word, Excel, PowerPoint)
- Excellent organizational skills and attention to detail.

### **Physical Demands**

The Executive Assistant will be required to walk, stand, lift, pull, push, carry, balance, bend, crouch, reach, handle, speak, hear, write, read, and communicate. There may be prolonged periods of sitting at a desk and working at a computer.

### **Preferred Qualifications:**

- Have an associate degree.
- 3-5 years of administrative management in a health-related field.

### **Minimum Requirements:**

- 18 years of age or older.
- High school diploma or equivalent.
- Have at least 1 year of management experience in a health-related field or office.
- Be able to pass all screening tests, including but not limited to criminal records and background checks
- Valid Driver's License, Insurance, and reliable vehicle.

*We are a caring and positive office that likes to have fun and is making a huge impact in the lives of our elderly*

*Benefits include 401K, AFLAC -(dental, vision, and telehealth medical) benefits, Bi-weekly pay, Referral Bonus structure. No weekends or Holidays, Paid earned time off for vacation and sick time.*

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