



*pathways to health*

## Job Description

<b>Job Title:</b> Program Assistant	<b>Effective Date:</b> 09/01/2017
<b>Organization:</b> Southwestern Colorado Area Health Education Center	<b>FLSA Status:</b> Non-Exempt
<b>Position of Supervisor:</b> Executive Director	<b>Class / Pay Code:</b> Up to 15 hours/week

**Position Summary:** The Program Assistant position at Southwestern Colorado Area Health Education Center is team-based, and works with an interdisciplinary group, to assist the full team in meeting the SWCAHEC Mission and Vision.

### Standard Job Requirements:

1. Supports and complies with the mission, values, and vision of Southwestern Colorado Area Health Education Center (SWCAHEC).
2. Complies with all SWCAHEC policies, rules and procedures.
3. Must be able to communicate clearly and accurately both orally and in written format to co-workers, supervisors, students, hosts, and community partners.
4. Must have excellent organizational skills and the ability to multi-task.
5. Must be able to work independently with minimum supervision.
6. Must be able to work as part of a team and recognize situations which require teamwork.
7. Must be able to establish and maintain effective working relationships with co-workers, supervisors, students, host home owners, cooperating agencies, and the general public.
8. Must be able to maintain strict confidentiality of all client matters and be able to recognize situations where confidentiality should be maintained even if not legally required.
9. Must have computer knowledge and skills and the ability to learn and adapt to new programs and software.
10. Must participate, from time to time, in SWCAHEC-sponsored trainings.
11. Must have reliable transportation and be willing to travel throughout the state for outreach activities, trainings, or annual meetings. Staff will be fully reimbursed for out-of-area travel as per travel reimbursement policies.

### Essential Duties, Functions and Responsibilities:

1. Coordinate, along with team members, special programs, meetings, and events: Health Careers Camp, AHEC Career Exploration, Nightingale Awards, Mini-Med School, SW Colorado Healthcare Sector Partnership, and other region-wide activities related to supporting and improving rural health. This may or may not include:
  - a. Scheduling meetings and meeting rooms; sending out email reminders for meetings; prep for meetings as needed;
  - b. Set up and enter registration information into the Salesforce Database;

- c. Assist with outreach & recruiting for SWCAHEC events and programs;
- 2. Preparing documents for mailing and taking items to the post office;
- 3. Answering the phone; making return phone calls;
- 4. Developing spread sheets for current and future programs;
- 5. Monitor website and social media and make minor changes and updates as needed;
- 6. Take minutes for meetings and prepare meeting minutes and send out to team members;
- 7. Assist in preparation of the e-newsletter and send to constituents with input from team; send out other community outreach information as needed;
- 8. Assist in preparations for Board meetings;
- 9. Prepare information for reports- monthly and/or bi-annually;
- 10. Basic Bookkeeping: Follow Financial Policy with regards to separation of duties & collaborate with outside bookkeeper to assure bookkeeping functions are up to date:
  - a. Receive invoices and obtain approval for payment from Executive Director;
  - b. Upload receipts and invoices for bookkeeper to online hub;
  - c. Mail payments; prepare and make deposits in timely manner (make copies of deposits and obtain initials of ED);
- 11. Make copies, scan documents, online ordering, internet searches and data collection, general office functions as needed.
- 12. Basic office cleaning (vacuuming, light dusting, emptying trash and re-cycling)
- 13. Attend Team Meetings as needed and weekly supervisory meetings.
- 14. Program Assistant will perform related work as required or assigned by supervisor.
- 15. Must be able to meet the qualifications, as set forth, of this position at all times.
- 16. This position requires work as part of a team-based model and therefore, work should be completed at the SWCAHEC office.

**Qualifications:**

<b>Education/Training</b>	High school diploma or equivalent. Some college preferred.
<b>Experience</b>	Must have working knowledge of Microsoft Office, including Excel.  Knowledge and understanding of rural and community health.
<b>Special Skills, Licenses or Certifications</b>	

<b>Physical Demands</b>	<p>Lifting a minimum of 40 pounds may be required; adequate hearing is required to hear/talk with other employees, clients and public in person and on the telephone; work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time; position requires standing, bending, walking and long periods of sitting.</p> <p>Adequate transportation required.</p>
<b>Work Environment</b>	<p>Work is performed in an office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; frequent communications, on a daily basis, with the general public, co-workers, students, hosts, and community partners. May require attendance at meetings off-site.</p>

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)

**Reviewed by:**

(Human Resource Director – Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with SWCAHEC is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of SWCAHEC. Further, all SWCAHEC employees understand and acknowledge that any loss of funding to SWCAHEC may result in employer restructuring, amended/eliminated job descriptions, and/or termination of employment.

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- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with SWCAHEC policies, procedures, rules and regulations.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)