



Job/Position Description

Position Title: Executive Assistant	Department Name: Foundation
UPH Affiliate: Methodist Proctor Foundation, Pekin Hospital Foundation	Department Number: 5040-9081000
Effective Date: 8/1/2019	Review Date(s):
Prepared By: Director, Foundation	Approved By:
Position Reports To: Vice President, Foundation	

Description of Position:
Provide a "snapshot" or the principal purpose or focus of the position, consisting of no more than three to five sentences. This summary should provide enough information to differentiate the major function and activities of the position from those of other positions.
The Executive Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the Foundation team. Supports executives, managers, and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Executive Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Reports to Vice President of Foundation.

Essential Functions/Responsibilities:	% of Time (annually)
<p>Essential functions are the duties and responsibilities that are essential to the position (not a task list). Do not include if less than 5% of work time is spent on this duty. Be specific without giving explicit instructions on how to perform the task. Do not include duties that are to be performed in the future. Duties should be action oriented and avoid vague or general statements.</p> <p>Schedules / Coordinates Appointments and Meetings</p> <ul style="list-style-type: none"> • Demonstrates high level proficiency in coordinating meeting times and places, preparing and distributing agendas or other source work, notifying participants, and planning luncheons or other activities with refreshments. • Executives or others being scheduled are part of a process that runs smoothly, feel well informed, and are not surprised by developments unknown to them. • Demonstrates the ability to adapt to changing priorities and work with tight turnaround times. • Demonstrates the ability to mesh schedules and priorities with other medical center personnel, including the President, Vice Presidents, physicians, and staff. • Communicates effectively with other secretarial support staff throughout the medical center regularly. • Maintains internal contacts within the medical center as well as external contacts including those with state and local representatives and personnel from other medical centers • Arranges meetings, both regular & periodic, with other VPs, Directors, Managers, Physicians, etc. • Documents on calendar all regular appointments & meetings and communicates to those involved • Prompts VPs of meetings, assures preparation materials available • Plans ahead for schedule conflicts, makes corrections, arranges coverage as required • Attends meetings regularly as needed • Shows good judgment in the telephone screening process, getting priority messages to the executive in a timely manner • Demonstrates a well-developed ability to effectively communicate with a wide range of people 	30%

<p>Perform Special Assignments as Delegated by Leadership</p> <ul style="list-style-type: none"> • Coordinate leadership evaluations • Process payroll on bi-weekly basis • Order all items purchased for team in timely manner using in-house and outside vendors • Prepare PowerPoint Presentations • Serve as resource to clerical support staff or others on use of various office software functions • Approach problems with systematic and critical thinking, considering issues from all angles and offering suggestions / solutions that assist with projects • Prepares correspondence, memos, reports, etc. Composes and may initiate routine correspondence and memos. Prepares and distributes minutes of meetings as needed. • Organizes and completes assignments independently, efficiently, and in a timely manner. • Work is completed accurately with little intervention by executive and little time is spent in reworking to correct grammar or punctuation errors. • Maintains a high degree of confidentiality and is discreet at all times • Maintains complete, easy to retrieve files with information that is readily accessible. • Routinely generates monthly reports and distributes appropriately. • Prepares spreadsheets routinely and as needed which are accurate and timely. • Collects data from staff and participates in actions that ensure timely data collection. • Demonstrates initiative in organizing and prioritizing tasks, making for smooth workflow and positive, successful outcomes. • Multi-tasks and works under pressure with many interruptions but can complete projects or work tasks successfully. • Demonstrates ability to re-prioritize on short notice. • Attend meetings as needed; take thorough, concise, accurate notes and prepare minutes in proper format for dissemination within the established deadline • Orders yearly giveaways • Labels and Mailing Projects • Orders supplies for department 	30%
<p>Basic Administrative Duties</p> <ul style="list-style-type: none"> • Operates a personal computer and appropriate software packages. Assists the executives or other staff in project development and planning. • Requires minimal direction on routine and non-routine tasks. • Stays abreast of changes and innovations in software or functions of the systems, using them to highest advantage. • Serves as a resource to clerical support staff or others on the use of the various software functions. • Develops new skills that will improve the quality and efficiency of job duties. • Demonstrates an appreciation of cost factors in the routine performance of duties, implements strategies and work processes that minimize cost and maximize efficiency. • Approaches problems with systematic and critical thinking, considers issues from all angles, and offers suggestions/solutions that assist with projects • Kronos Time Keeping • RFPs • Compiles information and puts in presentation format • Expenses (credit cards) • Book conference calls, rooms, taxis, couriers, hotels etc. • Maintain computer and manual filing systems • Handle sensitive information in a confidential manner • Take accurate minutes of meetings • Coordinate office procedures • Reply to email, telephone or face to face enquiries • Develop and update administrative systems to make them more efficient • Resolve administrative problems • Receive, sort and distribute the mail • Prepare and monitor invoices • Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques 	30%

<ul style="list-style-type: none"> Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies Other duties as needed to contribute to overall success of team 	
<p>Basic UPH Performance Criteria</p> <ul style="list-style-type: none"> Demonstrates the UnityPoint Health Values and Standards of Behaviors as well as adheres to policies and procedures and safety guidelines. Demonstrates ability to meet business needs of department with regular, reliable attendance. Employee maintains current licenses and/or certifications required for the position. Practices and reflects knowledge of HIPAA, TJC, DNV, OSHA and other federal/state regulatory agencies guiding healthcare. Completes all annual education and competency requirements within the calendar year. Is knowledgeable of hospital and department compliance requirements for federally funded healthcare programs (e.g. Medicare and Medicaid) regarding fraud, waste and abuse. Brings any questions or concerns regarding compliance to the immediate attention of hospital administrative staff. Takes appropriate action on concerns reported by department staff related to compliance. 	10%
<p><i>Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.</i></p>	
<p>Demonstration of UPH Values and Standards of Behaviors Consistently demonstrates UnityPoint Health's values in the performance of job duties and responsibilities</p>	
<p>Foster Unity:</p>	<ul style="list-style-type: none"> Leverage the skills and abilities of each person to enable great teams. Collaborate across departments, facilities, business units and regions. Seek to understand and are open to diverse thoughts and perspectives.
<p>Own The Moment:</p>	<ul style="list-style-type: none"> Connect with each person treating them with courtesy, compassion, empathy and respect Enthusiastically engage in our work. Accountable for our individual actions and our team performance. Responsible for solving problems regardless of the origin.
<p>Champion Excellence:</p>	<ul style="list-style-type: none"> Commit to the best outcomes and highest quality. Have a relentless focus on exceeding expectations. Believe in sharing our results, learning from our mistakes and celebrating our successes.
<p>Seize Opportunities:</p>	<ul style="list-style-type: none"> Embrace and promote innovation and transformation. Create partnerships that improve care delivery in our communities. Have the courage to challenge the status quo.

QUALIFICATIONS:

	<p>Minimum Requirements Identify items that are minimally required to perform the essential functions of this position.</p>	<p>Preferred or Specialized Not required to perform the essential functions of the position.</p>
<p>Education:</p>		<p>Associate's Degree in the field(s) of secretarial, business or related field Preferred</p>
<p>Experience:</p>		<p>1-3 years of experience in/with communication and/or secretarial support preferred.</p>
<p>License(s)/Certification(s):</p>	<p>Valid driver's license when driving any vehicle for work-related reasons.</p>	

Knowledge/Skills/Abilities:	Time Management Organization / Prioritization of Tasks Advanced reading skills Advanced writing skills Basic oral skills Ability to respond appropriately to customer/co-worker Interaction with a wide variety of people Maintain confidential information Ability to communicate only the facts to recipients or to decline to reveal information Ability to project a professional, friendly, helpful demeanor Intermediate computer knowledge: Ability to troubleshoot minor problems within a Windows OS, operates within a network environment, uses spreadsheet, database, word processing and internet applications proficiently. Learns new applications without difficulty and can aid others in immediate work area with computer questions.	MS Office Apps Windows Operating System E-mail client
Other:	Use of usual and customary equipment used to perform essential functions of the position.	

SCOPE: Position has supervisory responsibilities? Yes or No If yes, complete below.

Number of Employees Supervised (Complete if position has supervisory responsibilities of individuals)			
	Direct	Indirect	Total
Exempt			
Non-Exempt			
Total			

Budget Control (Complete if position has budget responsibilities)	
Annual Operating Budget (including payroll)	
Annual Revenue/Sales	
Other Scope Measurements	
Pertinent to the position, such as number of beds, number of units/departments, number of employees leading, cases per month, etc.	
Item	Number

Mental/Cognitive Demands:
(List any special mental and cognitive abilities required by the position in your specific environment)
<ul style="list-style-type: none"> Ability to manage own time and time of others is essential. Remain organized and calm in a fast-paced environment. Work efficiently and solve problems as they arise.

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WORKING CONDITIONS:

Physical Requirements	
(Check all that apply if essential to perform job – with or without accommodations)	
<input checked="" type="checkbox"/>	Talk/Hear (communicate, detect, converse with, discern, convey, express oneself, exchange information)
<input checked="" type="checkbox"/>	See (defect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess)
<input checked="" type="checkbox"/>	Stand or Sit (stationary position)
<input checked="" type="checkbox"/>	Walk (move, traverse)
<input checked="" type="checkbox"/>	Use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position)
<input checked="" type="checkbox"/>	Climb (stairs/ladders) or Balance (ascent/descent, work stop, traverse)
<input checked="" type="checkbox"/>	Bend/Stoop/Kneel
<input checked="" type="checkbox"/>	Squat/Crouch/Crawl
<input checked="" type="checkbox"/>	Reaching/Twisting
<input type="checkbox"/>	Taste/Smell (detect, distinguish, determine)
<input checked="" type="checkbox"/>	Pushing/Pulling

Lifting Requirements	
(Check appropriate category to perform job – with or without accommodations)	
<input type="checkbox"/>	Level 1; Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Level 2; Light Work: Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, pushing or pulling arm or leg controls or maintaining a production rate pace. Light work requires physical exertion of forces greater than that of sedentary work.
<input type="checkbox"/>	Level 3; Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Level 4; Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Level 5; Very Heavy Work: Exerting in excess of 100 pounds of forces occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Hazards and Atmospheric Conditions			
(check all that apply)			
<input checked="" type="checkbox"/>	Normal Office Surroundings	<input type="checkbox"/>	Vibration
<input type="checkbox"/>	Exposure to Fumes	<input type="checkbox"/>	Mechanical Hazards
<input type="checkbox"/>	Exposure to Dust	<input type="checkbox"/>	Chemical Hazards
<input type="checkbox"/>	Exposure to Extreme Temperatures	<input type="checkbox"/>	Electrical Hazards
<input type="checkbox"/>	Wet and/or Humid	<input type="checkbox"/>	Radiant Energy Hazards
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	Explosives Hazards
<input type="checkbox"/>	Mists or Gases	<input type="checkbox"/>	Burn Hazards
Other/Comments: Precautions must be followed when working in any health care environment.			

OSHA Categories
(Complete this OSHA section for clinical/patient related jobs)

- Category I:** Duties performed routinely require exposure to blood, body fluid and tissue.
- Category II:** Normal routine involves no exposure to blood, body fluid or tissue, but exposure or potential for exposure may occur.
- Category III:** Normal routine involves no exposure to blood, body fluid, or tissue and as part of their employment, incumbents are not called upon to perform or assist in emergency care or first aid.

To Be Completed by Compensation Analyst	
FLSA Designation:	Lawson Job Level:
Lawson Job Category:	Lawson Job Sub-Category:
Lawson Job Code:	Lawson Job Title:
Short Term Incentive Eligibility:	Union Affiliation: