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| Job Title: | Home Healthcare Administrative Assistant | Job Category: | Office and Clerical Worker |
| Department/Group: | Corporate Department | Job Code/ Req#: | 01 |
| Location: | Drexel Hill, PA | Travel Required: | N/A |
| Level/Salary Range: | \$18 - \$23 per hour | Position Type: | Full-time |
| HR Contact: | PNR Recruiting-Consulting.com | Date Posted: | |
| Will Train Applicant(s): | Yes | Posting Expires: | |
| External Posting URL: | N/A | | |
| Internal Posting URL: | N/A | | |

Applications Accepted By:

EMAIL: PNRRECRUITERS

Robinrn51bs@gmail.com or Pattysantiago51@gmail.com

SUBJECT LINE: HOME HEALTHCARE ADMINISTRATIVE ASSISTANT

Job Description

SUMMARY

IN ADDITION TO CLERICAL DUTIES (FILING, TAKING PHONE, FAXING CALLS AND SCHEDULING) THIS POSITION WILL PROVIDE ADMINISTRATIVE SUPPORT TO THE OWNERS(S) WITH OTHER ADMINISTRATIVE RESPONSIBILITIES THAT WILL INCLUDE MAINTAINING PERSONNEL RECORDS AND PAYROLL. THE ADMINISTRATIVE ASSISTANT MAY BE REQUIRED TO WORK INDEPENDENTLY ON PROJECTS REQUIRING RESEARCH AND PREPARATION OF BRIEFING CHARTS AND OTHER MATERIALS AND NEEDED.

ROLE AND RESPONSIBILITIES

1. Schedule employees using HHAExchange based on the needs of patient
2. Maintain client records, specifically ensuring that client CAHPS Surveys are completed in accordance with CMS Guidelines
3. Maintain proper employee personnel records as well as attendance records
4. Maintain Employee records ensuring that all new hire documents are documented within employee record
5. Schedule job interviews vacant positions
6. Assist with onboarding of newly hired employees
7. Contact employees to schedule required annual training
8. Contact urgent care facilities to obtain new hire lab results
9. Updating employees as needed regarding policy/process changes via Simple Texting System
10. Send correspondence as required by US Mail or Overnight Mail
11. Must maintain a neat and clean office area
12. Responsible for ordering supplies

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Experiences with Microsoft Office (Word, Excel, PowerPoint, Outlook)



- Must have excellent computer and typing skills
- Must be able to take thorough notes when dealing with incidents involving hospitalizations, ER visits, falls within the patient homes
- Must be able to type 45 wpm
- Excellent customer service skills

PREFERRED SKILLS

Previous experience working with a home healthcare agency.

ADDITIONAL NOTES

- Organization and Time management skills are essential to this role
- Must be able to work independently and collaboratively with owner (s)

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| Reviewed By: | Name: | Date: | |
| Approved By: | Name: | Date: | |
| Last Updated By: | Name: | Date/Time: | |