

## **Administrative Assistant**

### **Join Wilmington Community Clinic!**

WCC, a Federally Qualified Health Center (FQHC), provides quality, non-discriminatory health services to improve the health and well-being of all served, regardless of their ability to pay. We have served patients in and around Wilmington and Los Angeles for over 40 years. We are proud of the services we provide and put patient care front and center. We provide medical, mental health and dental services.

### **Position Summary**

The Administrative Assistant will provide support to Clinical Operations and the Leadership Team. Time will be as evenly divided between these departments. The Administrative Assistant will help support achieving program deliverables through various governing bodies. This position will interact and communicate with employees, as well as outside agencies and patients. This position requires a high degree of discretion, confidentiality and composure. All while remembering and reinforcing our mission: *Provide quality, non-discriminatory health services to improve the health and well-being of all served, regardless of their ability to pay.*

***Travel between Wilmington Community Clinic's sites will be required as necessary.***

### **Benefits**

WCC offers a competitive salary and benefits including medical, dental, vision, life insurance, retirement, paid time off, paid holidays and free employee parking. The environment is team oriented with a clear focus on the mission of the organization.

### **Education & Experience:**

- Associates Degree or equivalent experience required.
- Experience working in a healthcare setting, preferred.
- Experience managing projects and working with senior executives.
- Experience with data analytics, preferred.

### **Essential Position Responsibilities:**

- Assistance with the collection of operational data (Meaningful Use, PCMH, Patient Portal, Patient Satisfaction, Productivity, No-shows, etc.).
- Maintains a running list of all projects underway in Operations.
- Handle documentation related to clinical expense (budgets, purchase orders, etc.).
- Helps with overseeing ordering of office supplies.
- Helps with facility projects.
- Works with the Executive Administrative Assistant and Grants Manager to schedule and coordinate meetings for the Leadership Team.
- Help with keeping vendor contracts current and provide term notices.
- Strategic Plan maintenance.

### **Skills**

- Bilingual/Bicultural in English/Spanish, preferred.
- Knowledge of HIPAA privacy and confidentiality practices.
- Excellent understanding and demonstration of customer service skills.
- Ability to remain organized while managing multiple details.
- Ability to manage work priorities and use critical thinking to resolve issues.
- Proficient in Microsoft Office suite (Word, Excel, Power Point, Publisher).

- Excellent writing and communication skills.
- Ability to maintain confidentiality and discretion.
- High degree of professionalism and accountability.

**What's Next?**

Thank you for your interest! Please submit your resume to [hr@wilmingtoncc.org](mailto:hr@wilmingtoncc.org) for consideration. Please list in the subject which position you are interested in.