Haight Ashbury Free Clinics, Inc.

JOB DESCRIPTION

3/2/2010

DEPARTMENT: Out Patient Behavioral Health – Yadumu Project
TITLE: Administrative Assistant
REPORTS TO: Program Manager
HOURS: Part Time
CLASSIFICATION: Non-Exempt

Summary of Major Job Responsibilities:

Assists the program manager and is responsible for the overall program's day to day administrative functions. Perform a variety of clerical duties of moderate complexity; duties will include typing, data entry, filing, and operating a single or multiple position telephone system. Duties are performed at the primary location but minimal travel is required. An understanding and acceptance to work within a community health clinic environment is essential.

Essential Duties:

- Data entry of program documentation reported to federal funders
- Data entry into state and local data systems
- Assists with meeting agendas, meeting minutes, and client group meetings
- Maintain program files
- Type program correspondence
- Operates phone systems, copiers, fax machines, and other office equipment
- Maintains accurate and consistent records
- Coordinate program functions with other Company and City departments and programs
- Other duties as assigned by the Program Manager

Qualifications:

- A general knowledge and skill set of HIV information is essential
- 2 years experience working in a community health care environment
- Must have secretarial experience and customer service experience
- High School graduate or GED equivalent
- Proficiency in computer usage, including Microsoft Office products (Excel, Outlook and Word).
- Excellent telephone and communication skills both oral & written
- Experience working with staff and volunteers in a team environment
- Ability to communicate effectively with other Company departments
- Ability to communicate effective with City agencies and programs
- Excellent attention to detail, ability to work independently with strong organizational skills
- Commitment to working with diverse communities, including communities of color, homeless, substance users, HIV/AIDS patients and persons with mental health concerns
- Must be sensitive to multicultural issues of race, ethnicity, gender and sexuality

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear or smell. The employee frequently is required to sit and reach with hands and arms. The employee is regularly required to stand; walk; and climb stairs. The employee is occasionally required to balance; stoop, knell, crouch, or crawl; and taste. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include color vision; close vision, distance vision, and ability to adjust focus. The employee may be required to travel to other sites, either by being able to use public transportation, such as MUNI, or use own transportation.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.