

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION
Home Care Services

Position Title	Departmental Assistant	Grade	
Department	HOME CARE SERVICES	Exempt	
Immediate Supervisor	Home Health Hospice Manager	Non-exempt	X
Supervisor next in line	CNO	Workweek	Up to 40

POSITION SUMMARY

- Performs secretarial duties including typing, filing, answering telephones, making copies, and computer entries/functions.
- Takes and completes orders for supplies and equipment from CMMC staff. Monitors supply levels and orders as appropriate. Stocks supply shelves when order received
- Interfacing with hospital staff.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

- Education:**
- High school diploma or equivalent.
- Experience:**
- Prefer an individual with an interest in health care

ESSENTIAL FUNCTIONS/DUTIES:
 (Must be able to perform with or without accommodation)

1	Assists Intake Coordinator with referrals and authorizations.
2	Assists Clinical Auditor with clinician chart reviews.
3	Date stamps all incoming mail and distributes. Takes care of all incoming and outgoing faxes.
4	Maintains efficient filing system for patient records for all home care services programs. Maintains closed patient records per current regulatory guidelines and requirements.
5	Maintains an adequate supply of ready charts, forms, PPE, disposables, and office supplies for all programs.
6	Copies and routes reports and documents to appropriate persons.
7	Assists with QA activities as assigned.
8	Assists all staff with copier and fax problems.

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Knowledge, Skills, Abilities:

Knowledge:

- Concepts of public/employee relations.
- Proper format for business letters reports policies/procedures etc.
- Resources for pertinent information.
- CMMC Policies/Procedures.
- English composition, mathematical computations, appropriate office machine capabilities.
- Knowledge of operation with following computer hardware functions as well as knowledge in word processing:
 - Phone/Page System
 - Copy Machines (various models)
 - 10-key calculator
 - Fax Machine
 - Various Printers
 - Microsoft Word and other software programs

Ability to:

- Maintain confidentiality on all CMMC matters.
- Handle numerous projects/problems at same time with constant interruptions.
- Deal effectively with a variety of personality types.
- Performs assigned duties independently and accurately with minimal supervision or assistance.
- Organize and prioritize duties.
- Use tact and be sensitive to staff, public, physicians, callers, etc.
- Assume additional duties as needed.
- Communicate effectively verbally, in writing, or personally.
- Use good judgment, seek guidance when necessary.
- Flexible with work hours as well as vacation coverage.
- Ability to multitask

Skills:

- Reading and writing skills.
- Strong interpersonal skills.
- Public speaking and presentation skills.
- Basic filing, office procedures and word processing.
- Strong organizational skills.
- Advanced computer skills.

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
X	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly

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	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature:	Supervisor's Signature	Date
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