

TRI-COUNTY HEALTH NETWORK



Position: Office Administrator - Telluride

Direct Supervision: Executive Director

Status: Exempt, Part-Time

JOB SUMMARY:

Under the general direction of the Executive Director, the Office Administrator will be responsible for the general operation of our office. Duties will involve greeting visitors, answering incoming phone calls, purchasing office supplies, taking proper inventory, and developing organizational processes and systems, including billing, accounts payable, payroll, human resources, and scheduling.

DUTIES AND RESPONSIBILITIES:

May include the following, and other duties as assigned.

1. Overseeing general office operations
2. Greeting visitors, answering incoming phone calls and providing exceptional service to our clients
3. Coordinating travel, including flight, hotel, and car rental reservations.
4. Purchasing office supplies and equipment and maintaining proper stock levels.
5. Support Board management, including scheduling, taking minutes, preparing reports, and responding to Board Member requests and inquiries, as requested
6. Schedule meetings and appointments; provide reminders to staff when important events are upcoming
7. Organize the office supply closet and develop inventory monitoring system
8. Organize and document office operations and procedures; ensure these procedures are being followed by staff
9. Financial support including accounts payables/receivables
10. Assist with Human Resources activities, including posting job openings, pre-screening candidates, scheduling interviews, benefits administration, payroll validation, and record-keeping
11. Maintain organizational handbook. Ensure compliance to company policies
12. Perform facilities management
13. Assist in the onboarding process for new hires, including phones, email setup, computers, business cards, names tags, etc
14. Work in collaboration with management team to deliver effective, engaging and motivating All-Team meetings 4 times per year.
15. Assist in the planning, organizing, securing food, etc of in-house or off-site activities such as trainings, conferences, and celebrations
16. Other duties as required to ensure the success of the program and Network.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- A high school diploma and 3+ years' experience in office administration
OR a bachelor's degree or equivalent.
- Prior office management experience.
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Experience in the health or health care sector strongly preferred
- Ability to meet deadlines, manage multiple projects at one time, and prioritize tasks
- Strong written and verbal communication skills
- Exceptionally detail-oriented and organized
- Flexible, adaptable, organized, energetic, creative, optimistic team player with a willingness and ability to work independently

SKILLS AND QUALIFICATIONS:

- Excellent verbal and culturally competent communication skills (in person, on the telephone, and through email correspondence).
- Must have aptitude for computers and working with various software and be proficient in MS Word, MS Excel.
- Good knowledge of the surrounding community; program policies; and some knowledge of health care systems.
- Knowledge of and skill in obtaining a health history and performing screenings sufficient enough to determine if there is any deviation from normal, based on training and where applicable.
- Ability to record accurately services rendered and to interpret and explain records, reports, and medical instructions.
- Willingness to work flexible hours (some nights/weekends).
- Valid driver's license with reliable transportation and ability to occasionally travel to Denver, as applicable.
- Must meet physical requirements: While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear. The employee is required to use hands to finger, handle or feel objects, tools or controls and to reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds.
- In office required – flexible schedule to fulfill minimum of 4 days per week between Monday – Friday, 8:00am – 5:00pm.
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PREFERRED CHW QUALIFICATIONS:

- Bilingual (Spanish/English)
- Resident of the community for the past 2 years.

- Knowledge and experience working in/with clinical or social service agencies in rural communities.
- Background in providing preventive chronic disease services and health education.
- Experience working with disadvantaged populations.

PERSONAL ATTRIBUTES:

- Must possess demonstrated ability to relate to individuals and families of varied ethnic, cultural backgrounds, ages and economic circumstances. Trusted member of the community and ability to make new and lasting connections.
- Ability to maintain client/patient confidentiality
- Ability to work in a fast-paced environment and is able to creatively tailor educational and prevention messaging to a variety of populations.
- Strong work ethic, self-motivated, and collaborative style
- Change agent demeanor; must be a flexible thinker, with an ability to quickly adapt to a changing environment
- Ability to exercise forethought; to look ahead and anticipate events
- Excellent critical thinking and consultative problem solving skills

Benefits:

Starting salary range is \$20 - \$22 based on experience

We offer 40 hours paid holiday, 48 hours PTO, up to 3% match IRA with immediate vesting, flexible spending account, employee referral program, mental health wellness program, & continued professional development opportunities.

Position Location:

Telluride - No relocation assistance available.

TCHNetwork values equity and diversity, and candidates who are people of color are encouraged to apply.

To apply, email a cover letter and resume to info@tchnetwork.org with “Office Administrator” in the subject line. Applications without a cover letter will not be considered.