**Job Description: Part-Time Office Team Assistant**

**Job Title:** Office Team Assistant

**Position Summary:** Responsible for filing of patient charts, loose paper filing in patient charts, looking up patient information in computer data base, faxing, scanning and miscellaneous projects as needed. Expeditious and accurate completion of tasks assigned to allow successful completion of individual and departmental goals.

**Supervision Received:** Office Manager

**Hours Per Pay Period:** 30-40Full-Time Exempt

Part-Time Non-Exempt

**Education/Qualifications:**

1. High School diploma or equivalent

2. Filing experience preferred

**Computer Programs Used:**

1. Internet Explorer
2. Microsoft Outlook
3. Microsoft Access Data Base

**Essential Functions:**

1. Filing of nursing home patient charts and loose paper work.

2. Additional responsibilities include, but are not limited to, using a copier, faxing, scanner, and future assignments as determined.

3. Follows HIPAA guidelines when accessing and sharing patient information.

4. Maintain patient and business confidentiality.

5. All duties as assigned.

**Physical/Mental Demands:**

1. Requires standing, stooping and bending to files.

2. Performs complex and varied tasks requiring independent knowledge and its application to a variety of situations, as well as exercise of independent judgment.

3. Requires the use of office equipment, such as copiers, computers, telephones, and fax machines.

4. Work requires hand dexterity for office machine operations, mobility to complete errands, or sitting for extended periods of time.

5. Vision must be correctable to 20/20.

6. Occasionally lifting and carrying files, paper, and/or equipment weighing up to 30 pounds.

(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. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

**Environmental/Working Conditions:**

1. Work is performed in a normal office environment.

2. Contact with Genevive providers and staff is frequent and occasionally interruptive.

3. May view computer screens for long periods of time.

(The work environment characteristics described here are representative of those employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)