

Job Title/Position: *Quality Administrative Assistant*

Reports To: *Director of Quality*

JOB DESCRIPTION SUMMARY

Responsible for administrative duties for the Agency as it relates to quality assurance and performance improvement and education.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

1. General clerical administrative support to the Quality Team.
2. Collating, tracking, compiling Quality data.
3. Submission of Home Health and Hospice data and reports, including OASIS and HIS submission.
4. Tracking data for Quarterly Record Review process and QAPI.
5. Clerical/scheduling responsibilities for orientation and education programs.
6. Other duties as assigned by Quality Director.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.

POSITION QUALIFICATIONS

1. High School Diploma preferred.
2. Proficient in Microsoft Office.
3. Demonstrates patience, flexibility and a cooperative attitude.
4. Ability to provide excellent customer service.
5. Ability to multi-task.
6. Must be empathetic, non-judgmental, tactful, responsible, and organized.
7. Must understand the team approach and be a supportive team member.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee frequently lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee Signature

Date