

EL CENTRO FAMILY HEALTH JOB POSTING

DATE: September 29,2021
TITLE: Semillas de Salud Assistant
CLASS: Non-exempt (Hourly)
FTE: Full-Time
SITE: Las Vegas

RESPONSIBILITIES:

Under the supervision and guidance of the Quality Manager, the individual in this position is responsible for assigned duties and administrative tasks for the Quality Department and the coordination of clinical rotations for students in the Semillas De Salud health professional workforce development program.

Minimum Requirements

Education: Minimum of High School Diploma.

Experience: Minimum of two (2) years' experience in a clerical, educational, or setting.

Preferred:

Education: Associate Degree in healthcare, office management, or related field.

Experience: Minimum of 5 years' experience in clerical processes.

Knowledge, Skills and Abilities:

- 1) Computer literacy & knowledgeable in MS Suite (MS Word, Excel, and Outlook); and Internet.
- 2) Knowledge of basic mathematical and accounting procedures.
- 3) Analytical problem-solving skills.
- 4) Knowledge of basic organization and office skills.
- 5) Ability to work under rigid time schedules and production cycles.
- 6) Ability to drive to outlying locations.
- 7) Ability to take initiative, maintain confidentiality, meet deadlines and work in a team environment.
- 8) Ability to define problems; collects data, establish facts, and draw valid conclusions.
- 9) Ability to keep minutes and agendas.
- 10) Assist in preparing policies and procedures.
- 11) Assist in the presentation of information.
- 12) Assist in responding to questions from.
- 13) Ability to be flexible regarding the needs of the organization and considering costs verses effectiveness.
- 14) Knowledge of use of computer, copy machine, fax machine and other office equipment.
- 15) Ability to work independently, as well as with a group when necessary.
- 16) Ability to multi-task.
- 17) Ability to work under deadlines and time schedules.
- 18) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

EOE/M/F/D/V/Drug-free Workplace

Interested individuals must submit an updated employment application to Human Resources via e-mail at: hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Manager.

Deadline: Open until filled.