

**SIU School of Medicine
POSITION DESCRIPTION**

INCUMBENT: **CSN:** 100564.003

PRESENT CLASSIFICATION: Administrative Assistant **DATE:**

DEPARTMENT/DIVISION: SIU Center for Family Medicine
UNIT: FQHC Core Administrative Office/FQHC Board

FUNCTION

This position provides administrative support to the Executive Director of the SIU Center for Family Medicine and has as a major role serving as assistant for the coordination of activities relating to the FQHC Governing Board. In addition, this position will perform general administrative tasks for the Center.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Executive Director of the Center who in turn reports to the Center's Governing Board and to the Chair of the Department of Family & Community Medicine.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by the incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvements.

60% Administrative Support for the FQHC Executive Director & Governing Board

1. Responsible for maintaining all board member and officers information including contact information and term dates.
2. Maintain board website, utilizing the OnBoard software system, and is responsible for training board members in its uses.
3. Initiate all communication to board members and key management staff including agendas, approved meeting minutes and special announcements.
4. Attend all board and committee meetings. Initiates agendas and drafts all meeting minutes.
5. Responsible for maintaining up to date Conflict of Interest Statements and Biosketches on all board members.
6. Support the Executive Director, FQHC key management staff and Board President.
7. Draft initial correspondence for the Executive Director and Board President as requested.
8. Manage sensitive, confidential information, as well as sensitive and confidential information contained in minutes, letters and other documents.
9. Compose and sign documents for the Executive Director as directed.
10. Maintain a comprehensive e-filing system for board minutes, committee minutes, all

referral agreements, board by-laws, board policies and procedures.

11. Maintain a comprehensive e-filing system for all grant submissions, HRSA correspondence and documents prepared for the Bureau of Primary Health Care.
12. Work with Board Officers, President, Vice President, Secretary and Treasurer to obtain approval and signature on documents as required.
13. Responsible for updating and completing yearly Directors and Officers Insurance Program.
14. Serves as liaison with the Illinois Primary Health Care Association for purposes of board member orientation and training. Maintain membership for educational presentations and materials to ensure board members are offered certification.
15. Oversee the planning of all committee meetings, board member meetings and annual board retreats. Create and maintain the budget for board related activities and track expenses associated with the events.
16. Manage the Executive Director's schedule including scheduling complex group meetings on her behalf.
17. Maintain all FQHC policies and procedures files. Review the files on an annual basis for accuracy and changes.
18. Coordinate all key staff and board members travel including conference registration and hotel accommodations. Ensures that payments are processed for reimbursement and that activities stay within budget.

40% Core Office Administrative Functions

1. Coordinate faculty recruitment efforts for vacancies at all FQHC sites. Initiate the advertising copy for vacancies and advertises in accordance to the minority recruitment plan. Works closely with IPHCA for recruitment of positions.
2. Coordinate faculty interviews by serving as a contact for candidates, developing itineraries, making hotel accommodations as needed. Distribute interview materials to recruitment team and candidate.
3. Initiate hire offers for new faculty at all FQHC sites in the HR system.
4. Coordinate the new provider onboarding/orientation process within the Department.
5. Serve as liaison with SIU Legal on all faculty visa issues within the department.
6. Provide administrative support to key management staff projects and special reports as requested.
7. Organize and review all incoming mail, bringing all urgent information to the Executive Director.
8. Prepare and approve the faculty/administrative professional and semi-monthly fringe benefit report.
9. Serve as the liaison with Capital Planning and Memorial Medical Center Facilities Department for all building related issues.
10. Initiate the FQHC Credentialing process for all clinical staff including medical assistants, nursing and all new providers for all FQHC sites. Manage confidential files associated with credentialing.
11. Oversee the privileges credentialing process for the FQHC and manage the credentialing files ensuring all files are up-to-date with current information.
12. Serve as liaison with MMC, SIU and SJH Medical Staff offices to initiate appointments and reappointments for privileges.
13. Coordinate and plan all center events and create the annual budgets for these events.
14. Hire, train and supervise the Office Manager and the Medical Office Specialist.
15. Oversee and initiate the annual faculty/administrative professional performance review process for the department. Ensure that all sites have collected updated positions description, current CV's and complete internal evaluation forms.
16. Responsible for entering information into credentialing system.

SKILLS AND ABILITIES NEEDED FOR POSITION:

- 1. Sensitive to the needs of underrepresented minority populations.

RESPONSIBILITY

- A. Supervisory Controls** – The Executive Director will assign duties. The employee establishes procedures with the assistance and approval of the supervisor. The employee then will be expected to work independently, except for occasional consultation with the supervisor.
- B. Guidelines** - Guidelines for the position are set by the Executive Director. The supervisor is responsible for seeing the guidelines are followed.

DIFFICULTY

- A. Complexity** - Organizational skills are essential in this position. Must be able to multi-task and work accurately with details. An additional aspect of the position involves assisting an external board as well as working with several external agencies for the FQHC. This position must also be able to set priorities and remain calm in stressful situations.
- B. Scope and Effect** - The employee in this position facilitates the coordination of all Board activities. The FQHC Board consists of community and patient board members so this position must be professional in all aspects of their position.

PERSONAL CONTACTS

The employee in this position will interact with board members and board officers. They must also interact with all faculty, staff and learners at the Center Program, in addition to external departments and agencies such as the Illinois Primary Health Care Association. This position represents the Administrative Core Office so it directly impacts relations with outside entities and departments.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, trainings, and other environmental, health and safety activities as required by SIU School of Medicine.

WORK ENVIRONMENT - See attached form.

SIGNATURES:

INCUMBENT: _____ DATE: _____
Incumbent

SUPERVISOR: _____ DATE: _____
Iris Wesley, Executive Director, SIU FQHC

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Administrative Assistant**

Position No. (If applicable): **SMS.N100564.003** Department: **Family and Community Medicine/Springfield-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

| | |
|---|------------------------------------|
| <input checked="" type="checkbox"/> Office | <input type="checkbox"/> Hospital |
| <input checked="" type="checkbox"/> Clinic | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Research Laboratory | <input type="checkbox"/> Outdoors |
| <input type="checkbox"/> Other (Be Specific): _____ | |

| PHYSICAL DEMANDS: | Seldom | Occasionally | Frequently | Constantly | N/A |
|--|---|---------------------------------------|------------------------------------|-------------------------------------|-----|
| (Indicate frequency of activity during performance of position duties) | (Performed rarely less than 2% of the time) | (Performed less than 25% of the time) | (Performed 26% to 50% of the time) | (Performed 51% or most of the time) | |

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

| | | | | | |
|---|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Reading | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Writing | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Speaking | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Close visual acuity | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Travel | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Hearing - Conversation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Hearing - Other Sounds | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Stooping | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Squatting | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Gross hand manipulation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Fine hand manipulation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Working in dust, fumes, gases, or irritants | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Working at heights | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Working in extreme cold, heat and/or humidity | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Working in close quarters | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Climbing | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Operating motor vehicles | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Sitting | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Standing | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Walking | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Working above shoulder level | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Twisting | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Kneeling | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Pushing or pulling | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Carrying | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Lifting | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Other (Please list): _____ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

| | | | | |
|----------------------|------|-------------|--------------------|------|
| Supervisor Signature | Date | Iris Wesley | Employee Signature | Date |
|----------------------|------|-------------|--------------------|------|