



Connecting the pieces for health, home and community.

Ritter Center Administrative Assistant Position Announcement

Ritter Center is currently recruiting for an **Administrative Assistant**. This is a **full-time, non-exempt** position reporting to the **Senior Director of Housing Services and Whole Person Care**. **This role is based in San Rafael, CA operating out of our Main Campus. Salary range is \$23.00 to \$26.00 per hour. Please find full job description below.**

Position Description:

The Administrative Specialist occupies a unique and vital position at the organization by assisting the Senior Director of Housing Services and Whole Person Care with administrative tasks related to the smooth operation of all Ritter Center's programs and services; performing analytical and administrative tasks in support of Ritter Center's Whole Person Care Contracts and all Ritter Center Programs and Services. This position's primary responsibility is to ensure effectiveness in the day to day operations as they relate to Ritter's various social service programs, and to contribute to the development and implementation of policies and practices to continue to improve the agency's administrative functions.

Job Duties and Responsibilities:

- Manage and increase the effectiveness and efficiency of the agency's administrative systems, processes and policies in support of the organization's mission.
- Assists with research, data collection/analysis, report development, grant writing and grant management.
- Establish administrative processes for the Whole Person Care team and assist supervisor with creating the strategy on efficient execution.
- Assists in developing solutions to correct gaps in procedures/practices.
- Interact with all departments on a regular basis, working collaboratively to execute administrative needs.
- Uses electronic health record system (eCW) and other related software or registries (e.g. Clarity, Partnership's E-reports, HISS) to track assigned measures, initiatives, and grants.
- Meet with supervisors, attend staff meetings and trainings as scheduled and assigned by supervisor.
- Adhere to the goals, objectives, and personnel policies of Ritter Center.
- Perform other duties as assigned.

Qualifications:

- Commitment to social equity and Ritter Center's mission.
- Excellent computer skills and proficient in Microsoft Excel, Word, and Outlook.
- Excellent communication skills both verbal and written.
- Excellent interpersonal skills and a collaborative workstyle.
- Comfortability with responding to urgent and changing needs as issues arise.
- A demonstrated commitment to high professional ethical standards in a diverse workplace.
- Ability to excel at operating in a fast paced, community environment with frequent interruptions.
- Must use high level of confidentiality while handling patients' sensitive information, abiding and upholding HIPAA standards.
- Must have strong critical thinking, analytical, and problem solving abilities.
- Ability to look at situations from several points of view.
- Ability to multi-task and maintain accurate records and logs.



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Responsibilities of all Ritter Center Employees:

1. Demonstrates a clear understanding of the mission, purpose and philosophy of Ritter Center.
2. Places needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind.
3. Adheres to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
4. Takes initiative and responsibility for decisions as an individual. Communicates information effectively both verbally and in writing.
5. Maintains confidentiality of all agency and patient related information. Protects patient rights as defined in the patient Bill of Rights.

Physical Demands:

The work environment characteristics 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 may be required to sit for long periods of time, talk, hear, write, operate a keyboard, have the visual acuity to read small print and view a computer monitor, reach to the top of a five drawer filing cabinet and lift boxes of no more than 30 lbs. The employee is required to interact with clients, volunteers and visitors both indoors and outdoors.

Work Environment:

The work environment characteristics described here are representative of those of a social services agency. Ritter Center's facilities are smoke-free.

Employment Practices:

Ritter Center is an Equal Opportunity institution and does not discriminate against any person in employment or in admission, treatment, or participation in its programs and benefits on the basis of race, color, national origin, creed, ability to speak English, disability, sex, age or marital status.

ADDITIONAL BENEFITS:

The Ritter Center is committed to providing a robust additional benefit package to complement compensation. This package includes paid holidays, vacation and sick time accrual that increases with tenure, medical insurance with choice of plans, dental insurance, life insurance, disability benefits, flexible spending accounts, a 401K savings account, and an Employee Assistance Program. Additionally, the Ritter Center pays 100% of the employee premium for the medical, dental, and life insurance plans. Additional ancillary benefits are added each year as appropriate.

TO APPLY:

Please email your current resume, as well as a cover letter to Mark Shotwell at mshotwell@rittercenter.org before July 26th, 2018.

This posting can also be found on [Craigslist](#) and [Indeed](#).