



A Family of Companies



JOB DESCRIPTION

JOB TITLE: Project Assistant **STATUS:** Non- Full-Time
Exempt

REPORTS TO: Program Manager

DIRECT REPORTS: None

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified to meet the needs of the organization.

JOB SUMMARY

This position will work in the Programs Department of Health Quality Partners, a subsidiary of Health Center Partners (HCP) Family of Companies. Health Center Partners is the not-for-profit parent organization with three subsidiaries: Health Quality Partners, Integrated Health Partners and CNECT. Health Center Partners is a membership association (established 40 years ago) that provides support to 17 health centers organizations with over 130 sites of care in Southern California. Health Center Partners is an advocate for its members who serve the health needs of communities throughout Southern California, providing them with a voice and power to serve vulnerable populations. Works under direct supervision of a Program Manager and may also receive work direction as needed on individual or ad hoc projects from Project Coordinator, other Program Managers, Director of Programs, or the Executive Vice President.

ESSENTIAL JOB FUNCTIONS

Under the direct supervision of a Program Manager, and potential collaboration as needed on individual or ad hoc projects from Project Coordinator, other Program Managers, Director of Programs, or the Executive Vice President, this position:

1. Assist with activities and responsibilities assigned for one or multiple projects with other staff and partners as needed and in accordance with grant and contract requirements.
2. Complete project activities in a timely manner and assists with meeting overall project goals and objectives outlined in project work plans.
3. Work with internal contacts within the family of companies to complete project activities. Interaction may extend outside of the companies for routine communication or activities.
4. Contribute to the preparation of reports and presentations as assigned.
5. Assist with summarizing data from satisfaction and other types of surveys.

6. Assist with data collection, data monitoring, and performing quality assurance checks. Perform basic statistical analyses such as averages, median, and modes.
7. Assist with formatting graphical summaries.
8. Utilize existing databases to enter and extract data and view reports specific to assigned projects.
9. Identify existing resources and/or create resources based on research to compliment project activities. Design and/or format materials. Assist with coordinating translation of materials as needed to meet population needs. Ensure developed project-related materials are culturally appropriate and are at the appropriate literacy level for the intended audience.
10. Assist with scheduling meetings, prepare draft meeting agenda and materials for distribution for review by supervisor.
11. Record notes during meeting and create a draft of the meeting minutes. Track action items and manage reminders. Manage sign-in sheets. Assist with facilitating meetings related to assigned projects.
12. Assist with reviewing eligibility and processing enrollment forms, authorization forms, and processing claims for multiple projects as needed.
13. Process all forms and claims in accordance with grant and contract requirements and internal procedures and policies.
14. Prepares check requests for signature as directed.
15. Perform other duties as assigned.

EXPERIENCE/QUALIFICATIONS

A bachelor's degree is required in one of the following areas: community health education, health promotion, health services administration, social work, non-profit management, or related field. Experience with community-based organizations and ethnically diverse communities and populations is preferred.

Skills

Basic knowledge of public health issues and/or experience providing health related community outreach preferred. Experience with data entry and basic understanding of data collection, tracking, and analysis. Excellent communication skills (oral and written). Strong interpersonal skills to work effectively in the community and across all levels in the organization. Attention to detail is required in general, and specifically when working with data and claims. Prior experience with claims processing is not required but must be willing and have the ability to learn. Working knowledge of relevant computer systems and software (e.g. MS Office software). Must possess valid driver's license, car insurance and own transportation for use in work. Must be flexible with working some evenings and weekends within a 40-hour work week as needed. An understanding and sensitivity to cultural and socioeconomic aspects of target populations is essential.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for extended periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on a need to know basis for business purposes.

- Comply with all regulations (internal and external from local, state, and federal funders) regarding corporate integrity and security obligations. Report Unethical, fraudulent or unlawful behavior or activity.
- Adhere to organizational policies and procedures regarding data sharing

I acknowledge that I have read and understand this job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

Signature

Date

Employee Name (please print)