

MATAGORDA EPISCOPAL HEALTH OUTREACH PROGRAM (MEHOP)

JOB TITLE: Administrative Clerk
CLASSIFICATION: Salaried Non-Exempt
LOCATION: MEHOP Administration Bay City, TX
REPORTS TO: MEHOP's CEO

JOB SUMMARY:

MEHOP's Administrative Clerk will assist with the smooth operations of the organization. Performing administrative clerical duties, like making copies and faxing documents, taking notes during meetings or scheduling appointments between employees. Higher level responsibilities would be to build charts, data and reports for employees to use for data collection or presentations. Though this position directly reports to MEHOP's CEO, they will service the entirety of the Professional Administrative positions including the Chief Financial Officer and the Human Resource and Risk Managers.

ESSENTIAL JOB FUNCTIONS:

- Keep ERC calendar
- Keep MEHOP Vehicle calendar
- Key to Acadia
- Gas card for vehicles
- Access to MEHOP credit card for purchases related to meetings and events
- ERC Key Access
- Keys to all buildings
- CPI and QAQI meetings prep
 - Requesting subcommittee meeting minutes from staff
 - Keeping binders with the meeting sign in sheets, meeting packets, and meeting minutes
- Mail collection (postage, mail machine maintenance)
 - Ordering ink and paper, adding postage
 - Pick up mail daily/send mail daily
- Board meetings
 - Call board to verify attendance at upcoming meeting
 - Board packet creation
 - Board minutes
 - Keep binder with meeting sign in sheets, meeting packets, and meeting minutes
- Students
 - Schedule student rotations
 - Background checks
 - Forms filled out – COVID shot disclosure, background check form, confidentiality form
 - Provider calendar
- Supplies
 - Sorting and labeling boxes for Ricky
 - Store office supplies
 - Distribute office supplies
- Ordering

- All non medical supplies
- Food
 - Order food for meetings/events
 - Pickup food for meeting/events
- Contracts
 - Keep accurate contract list that is reviewed quarterly
 - Add all signed contract to the M drive
- PHC and Texas Health Steps Reviews
 - Fill out and send review forms to providers
 - Collect finished reviews
- Phone Tree
 - Record updates as needed
 - Update extensions as needed
 - M. Perez - Spanish
- Badge Pictures
- Fundraising
- Notary
- Prepare onboarding notebooks in advance
- Assist in Onboarding by scanning all new hire docs and creating Netsuite folders with new hire names and save docs with proper name under correct person
- Collect required documents from staff as needed and maintain checklist to ensure collection.
- Utilizing Microsoft Outlook to send staff emails and set up meetings, TEAMS events
- Digitizing HR folders and documents as needed
- Quality Assurance
 - Chart Review:
 - Peer Review: Creation, Distribution, Collection, Sort, File, Data Entry
 - Quarterly State Chart Reviews - Creation, Distribution, Collection
 - Credentialing:
 - Digitalizing files - Scanning, filing, data entry into Netsuite
 - Updating provider licensing/certification – requesting, scanning, filing, data entry into Netsuite
 - Auditing, re-credentialing
 - PHC Paperwork (vaccination history, TB test, BLS)
 - requesting, scanning, filing, data entry
- Quality Improvement
 - PCMH
 - Schedule meetings, assist with materials and presentations
 - Creation of materials and presentations
 - Assist with recognition/re-recognition
 - UDS
 - Assist with the creation of QI efforts (consistent with PCMH)
- Risk Management
 - Assist with annual RM and QI Board Reports
 - Assist with Investigations
- Compliance
 - Assist with updating Policies/ procedures and protocols
- Assist with HRSA and other Audits
- Assist with SAC application
- Search for new grants and assist with grant application

- Assist with conference travel, lodging and registration

EXPERIENCE AND QUALIFICATIONS:

Required

- Microsoft experience- especially in Outlook, Word and Excel

Preferred

- Health Center experience
- Non-profit experience

CREDENTIALS AND EDUCATION

- HS Diploma or equivalent
- Preferred Associate's Degree in related field- Health Services Administration or related field

BENEFITS: Health and life insurance, paid holidays, sick days.

SALARY: Commensurate with experience.