



Job Listing: Combined position of Administrative Assistant and Community Healthcare Worker (Admin Assist/CHW)

Organization: North End Senior Solutions (NESS) <https://www.northenders.org/>

Mission Statement: North End Senior Solutions is a 501(c)3 nonprofit organization whose mission is to ensure the safety, comfort, and well-being of senior citizens and people living with disabilities and to help them maintain their independence and fulfill their desire to remain living at home. This is achieved through the following programs:

- Outreach and referral
- NESS Club, an Adult Day Service
- Education and Support groups
- Handy Buddies—volunteer transportation program

Reports to: Executive Director and Program Manager
Send Resume to: Jan Molnar Fitzgerald, Exec Dir, jan@northenders.org

Job highlights: Admin Assist/CHW for the nonprofit programs and the adult day service (ADS) also known as the NESS Club.

Position Summary: Under the guidance of the Executive Director and the Program Manager this position provides program and administrative support to ensure efficient day-to-day operations of the nonprofit programs including the NESS Club

Administrative Assistant to the Executive Director Responsibilities:

Besides assisting the Executive Director, the Admin Assist/CHW provides support for incoming inquiries and referrals, intake paperwork, billing processes, data entry, costs tracking of programs and grants.

Tracks and secures participant-related documentation and helps maintain updated participant case records in accordance with agency, funder, and nonprofit requirements. Develop letters, reports, memos and other documents for Director. Performs other duties as assigned, mirroring director.

Community Healthcare Worker (CHW) Responsibilities:

This trusting relationship enables CHW to serve as a liaison or intermediary between medical and social services and with NESS participants and the community. CHW facilitates access to services and improves the quality and cultural competence of service delivery.

CHW also builds individual and community capacity by increasing knowledge of health, well-being, and self-sufficiency through a range of activities such as outreach, community education, counseling, social support and advocacy.

NESS CHW works as part of the care team to effectively address the needs of members and participants, in a collaborative, person-centered manner.

Assists in monitoring and maintaining updated emergency forms, consent forms and physicians' documentation.

Qualifications

- Associate's degree - Or social service or health care or similar experience.
- Microsoft Office 365, Sharepoint, Teams and other remote meeting apps, Quickbooks (Intuit),
- Driving is a necessary part of this role; reimbursed mileage for use of personal car
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use their hands in common office and helping tasks. Must be able to lift and carry 25lbs. Must be willing and able to help with kitchen and cleaning tasks, when necessary.
- Bookkeeping skills required or willingness to learn. NESS uses QuickBooks Pro
- Not eligible for remote work. A personal mobile phone is required.
- Already have or willing to complete the Community Health Worker Training and be certified by the State of Oregon within 6 months (180 days) of hire (paid by NESS)

Benefits

- Our benefits are designed to support employees and their family in staying well, growing professionally, and achieving financial security
- The amounts listed are the base pay range during training period; additional compensation may be available for this role, such as standby/on-call, overtime, premiums, extra shift incentives, bonus opportunities, and merit raises.
- NESS currently has benefits through the Health Reimbursement Account (HRA), reimbursing for medical insurance premiums and medical expenses depending on the amount earned in the HRA (after three months of satisfactory employment)
- Pay Range: Training wage: 15.00-22.00 DOE