

## **Position Description – January 18, 2017**

### **Executive Assistant, North Central Accountable Community of Health (NC ACH)**

Salary: \$3,229 to \$4,121 monthly (\$38,745 to \$49,449 annually) plus benefits.

(Line L of CDHD's salary matrix.)

Hours: 40 hours/week (100% FTE), may include evening or weekend hours

Status: Regular, full-time, with benefits, union member

Closing Date: Open Until Filled

#### **The Position**

The NC ACH Executive Assistant position provides professional administrative support to the NC ACH Executive Director (ED) and Program Manager (PM) in planning, organizing, directing, and administering the operations of the newly created North Central Accountable Community of Health under the direction of the NC ACH Governing Board. This position provides top-level assistance and requires the capacity to understand a wide range of issues and topics relevant to the NC ACH's efforts and actively partner with the ED and partner agencies in dealing effectively with those issues. The EA receives general direction from the ED but must effectively complete complex tasks, such as event planning, without detailed oversight.

At this time, Chelan-Douglas Health District (CDHD) is serving as the NC ACH Backbone Organization, providing administrative support to NC ACH. As a result, the Executive Assistant will be hired by CDHD and will report to the NC ACH Executive Director. Current funding for NC ACH operations is provided through grants from the Washington State Health Care Authority as part of the Healthier Washington initiative.

The North Central Accountable Community of Health is one of nine such organizations created statewide as part of the Healthier Washington initiative. The North Central region includes Okanogan, Grant, Douglas and Chelan Counties. More information on Healthier Washington can be found at <http://www.hca.wa.gov/hw/>. The NC ACH Governance Charter describes the organization's purpose as follows:

#### **NCAACH Purpose and Rationale**

The purpose of the North Central Accountable Community of Health is to improve the health of our communities in Okanogan, Grant, Chelan and Douglas Counties through achievement of the Triple Aim, which includes:

- Improving patient care, including quality and satisfaction;

- Reducing the *per-capita* cost of health care, and;
- Improving the health of the population.

There is a diversity of opinion in North Central Washington about health care reform, but one common principle informs NCACH's work: major changes are coming to our health care system, and it is critical for our communities to have a strong voice in that process. NCACH is the primary vehicle through which our communities can be heard and can participate in the process of change.

Information on NC ACH activities so far can be found at <http://www.mydocvault.us/>.

### **Essential Functions**

- Manages the ED's and PM's schedule and serves as the primary point of contact for people wishing to contact the ED/PM or otherwise engage with NC ACH.
- Organizes NC ACH Governing Board meetings and other NC ACH meetings and events, under general direction from the ED. This includes distribution of meeting notices and related documents, site arrangements including arrangements for conference calling and webinars, catering arrangements and all other preparations needed for successful meetings and events. Take accurate notes on Governing Board and other meetings as appropriate, and distributing draft notes in a timely manner.
- Develops reports and other documents required by NC ACH's funding source(s), and keeps the ED up to date on reports and deadlines that must be addressed by the ED.
- Serves as the primary liaison with NC ACH's accounting service provider (CDHD's fiscal department), assuring that NC ACH expenses are submitted appropriately and assuring that NC ACH financial reports are distributed appropriately as directed by the ED.
- Maintains NC ACH partner lists, including email lists, and distributes documents as needed to all or part of the list. Includes distribution of timely notices regarding NC ACH meetings and other activities.
- Assures that documents (including computer files) related to NC ACH are stored in an orderly manner and are posted when appropriate online.
- Assists the ED to prepare and format proposals, briefing documents, speaking points, presentations (including PowerPoint slides), reports, applications, budgets and/or other documents associated with moving work plans forward or required by funding sources.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other related duties as assigned.

### **Minimum Requirements**

- Five (5) years of relevant experience.
- Proficiency in the use of common office productivity software such as Microsoft Office.
- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying, provided the individual's background demonstrates evidence of the knowledge, skills and abilities required to perform the duties of the position.
- Performance of job duties requires driving on a regular basis to attend NC ACH meetings, a valid Washington State driver's license, the use of the EA's personal motor vehicle on a regular basis (with mileage reimbursement), and proof of appropriate auto insurance.

### **To Apply or for More Information:**

Submit a resume and/or CDHD Application for Employment (available at

<http://www.cdhd.wa.gov/About%20Us/Employment/docs/ApplicationforEmployment10112016.pdf> )

to:

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