



Elmore Medical Center

Mission Statement: The mission of Elmore Medical Center is to provide quality healthcare services that enhance the quality of life for the communities we serve.

Vision Statement: Through excellence in care and service, Elmore Medical Center, in partnership with local and affiliated physicians and other healthcare providers, is the healthcare resource of choice for the communities we serve.

Staff Level Job Description

Title: Department/Project Clerical Support

Unit/Area: EAS

Revision Date: March 2010

I. JOB SUMMARY

The Department/Project Clerical Support for Elmore Ambulance Service is responsible for providing clerical support to the department in the areas such as, but not limited to, paperwork flow, communication, data collection and input, word-processing, scheduling and inventory. This is for the purpose of assisting with maintaining a smooth and efficient department operation.

II. Duties and Responsibilities

A. Elmore Medical Center Values

The values of Elmore Medical Center are **Respect, Communication, Teamwork, Quality, Trust and Customer Service**. All managers are responsible for modeling the Elmore Medical Center's values while instilling in their staff the importance of following them.

1. Respect

Exhibits responsibility and accountability for actions and the actions of others in assigned areas by:

- Being open and accessible to resolve problems
- Effectively collaborate with all departments
- Demonstrating initiative and accepts responsibility
- Demonstrating proactive problem solving
- Promoting and acknowledging team effort
- Demonstrating courteous behaviors including smiling (when appropriate), giving appropriate eye contact, answering questions, providing assistance, listening and verbal acknowledgement
- Recognizing the value and importance of other's opinions, time, contributions and skills
- Honoring diversity, being supportive and accepting of differences

2. Communication

Maintain professional relationships and convey relevant information to others by:

- Being a communicator, negotiator and facilitator
- Representing the actions of others in a positive manner
- Using "I" or "we" statements instead of "you"
- Not allowing or participating in negative statements about others/projects or doesn't undermine positive communication (no pot stirrers)
- Following the chain of command
- Using the effective communication skills of attentive listening, eye contact, feedback and appropriate non-verbal behavior
- Providing accurate and timely information through appropriate channels

- Taking responsibility to stay informed by attending meetings, reading memos and asking questions
- Communicating with coworkers and other departments to maintain smooth workflow and minimize disruptions

3. Team work

Effectively navigates with a pleasant demeanor within the organization through collaboration and teamwork by:

- Demonstrating an interdisciplinary focus as part of the facility wide EMC team
- Becoming a positive leader within the department
- Praising others
- Being accountable while recognizing and respecting others' role
- Being motivating and inspiring
- Working well with others through support, assistance and cooperation
- If there is an issue take action to make corrections and/or let someone know
- Completing assignments on time, accurately and to the best of your ability

4. Quality

Exhibits expertise in performance improvement/operational efficiency incorporating alignment with the mission, vision and values by:

- Being result oriented and quality data driven
- Being professional and open minded
- Listening with accountability to improvement
- Promoting a safe environment
- Striving to exceed operational benchmark standards and standards of excellence
- Participating interdisciplinary improvement team efforts

5. Trust

Integrity as evidenced by:

- Exhibiting credibility and self discipline
- Being fair, equitable and consistent
- Completing projects with timely follow up
- Demonstrates veracity by being open enough to seek the truth
- Honest in interactions
- Assures and maintains confidentiality by holding information in trust

6. Customer Service – Internal and External

Committed to service, patient care centered and value focused by:

- Listening and acknowledging what internal and external customers are saying
---- Building loyalty by demonstrating and expecting compassion for external and internal customers
- Expressing a sense of priority for customer service
- Embracing problems/concerns by communicating how and when action will be taken
- Following up timely and appropriate when working with customers
- Only accepting “excellent” customer service
- Showing pride while sharing goals and accomplishments of the facility with the community and coworkers

B. Job Duties

1. Ensure a proper paperwork flow occurs through the office taking on all tasks associated with this.
2. Properly and accurately work on the financial matters of the department as assigned.
3. Establish and maintain efficient filing systems.
4. Maintain supply and/or inventory tracking and levels as assigned.
5. Scheduled meetings and appointments ensuring proper communication and arrangements to aid in a successful interaction.
6. Answer phones with the appropriate greeting and tone that portrays positive customer service.
7. Provide secretarial support for the department as assigned.

8. Follow up timely and accurately on tasks, projects, meeting assignments, etc.
9. Respond politely, timely and effectively to requests from internal and external customers.
10. As assigned, follow through timely and accurately on office operations.
11. Develop professionally appearing reports and documents from all software programs used in the department.

III. JOB REQUIREMENTS (Education, License and Employment Experience must be verified and documented prior to hire)

- A. High School diploma or equivalent; secretarial experience preferred
- B. Experience or education in word processing, windows technology and spreadsheets required.
- C. Ability and willingness to demonstrate and maintain competency as required for job title and the area of assignment.
- D. Excellent communication skills to include (check only those that truly apply to performance of the job):
 - oral comprehension (understanding spoken word)
 - oral expression (being able to speak)
 - written comprehension (understanding written word)
 - written expression (being able to write)
- E.. Ability to manage a complex work environment related to changing customer needs.
- F. Ability and willingness to exhibit behaviors consistent with high standards for performance improvement and organizational values
- G. Ability and willingness to exhibit behaviors consistent with principles for service excellence.

IV. WORKING ENVIRONMENT

Risk of exposure to (check those that apply and list "other")

<input type="checkbox"/> Blood & bodily fluids	<input type="checkbox"/> Latex	<input type="checkbox"/> Odors, chemicals
<input type="checkbox"/> Disease	<input type="checkbox"/> Hazardous drugs	<input type="checkbox"/> Other: _____
<input type="checkbox"/> TB (to require mask)	<input type="checkbox"/> Mechanical/Electrical	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

V. PHYSICAL REQUIREMENTS

Insert appropriate number (0, 1, 2, 3) in box next to ability using the following scale:

0 = never 1 = occasionally 2 = frequently 3 = continuously

- 3 Sitting 1 Standing 2 Walking 0 Running 1 Driving 2 Bending/stooping 0 Climbing
- 0 Kneeling 1 Pushing/Pulling objects on rollers/wheels 1 Pushing/pulling objects without rollers/wheels
- 0 Squatting 0 Crawling 1 Twisting/turning from waist 1 Moving objects vertically (up & down) 10-15 lbs
- 1 Moving objects horizontally (left/right) 10-15lbs 3 Handling (holding, grasping, working with hands)
- 3 Fingering (pinching, picking, working with fingers) 1 Feeling (size, shape, temperature, texture by finger receptors)
- 0 Endurance (requiring cardiovascular fitness) 0 Right/left foot movement (use of pedals)
- 1 Vision –far acuity (corrected vision at 20 ft or more) 3 Vision-near acuity (corrected vision at 20 inches or less)
- 0 Depth perception (judge 3 dimensions, distance & space) 0 Field of vision (see up, down, left, right while eyes are fixed)
- 0 Color vision (identify and distinguish color) 2 Hear in quiet surroundings 2 Hear in noisy surroundings
- 3 Hear over the phone 2 Talk in quiet surroundings 2 Talk in noisy surroundings 3 Talk over the phone
- 0 Sense of smell 0 Sense of taste