



CNO ADMINISTRATIVE ASSISTANT Full-Time

Posting Number:	HR088105	Posting Date:	December 8, 2021	Date Available:	Immediately
Position Summary:	The CNO Administrative Assistant assists the Chief Nursing Officer (CNO) by performing clerical functions such as data entry and tracking, scheduling, personnel data management, education coordinating, correspondence, and organizing.				
Essential Job Duties:	<p>Staffing Responsible for the creation and posting of nursing staff schedule, adhering to union contract requirements. Assists with finding adequate staffing coverage, as needed. Assists with payroll verification of hours. Assists with the approval of scheduling shift trades and staffing changes. Requests availability from per diem staff in a timely manner for following schedule.</p> <p>Administrative / Clerical Receives and assists visitors of Nurse Management office. Prepares document packets for Nursing staff and committee meetings. Attends meetings, as applicable, and takes minutes and/or notes as needed. Provides data entry support for Nursing department. Assists in the maintenance of department spreadsheet tracking systems. Processes step increase data and posts for nursing staff. Assists with creation, updating and posting improvements to forms and department policies, including conversion to PDF and archiving. Generates, assigns, and notifies staff about education courses offered in-house and via HealthStream (ACLS, PALS, BLS/CPR, TNCC, etc.). Records returned education course registration forms; lends or ships course text(s), as needed; and forwards fees to TRH Accounts Receivable in a timely manner. Assists with processing of education requests when education is outside TRH. Collects and records data from daily shift reports; reports all irregularities to CNO. Routine data maintenance, including annual archiving of hard copy records. Prepares correspondence in both written and electronic format for CNO. Maintains phone and email contact lists.</p>				
Qualifications:	High school graduate or equivalent. Minimum two years of executive assistance and/or clerical experience, preferably in a healthcare setting. Must have strong knowledge of spreadsheet and word processing computer software and programs. Ability to learn concepts and new software quickly.				
Position Wage Range:	MIN: \$ 23.08	MAX: \$ 31.82	Sign-on Bonus:	None	
Schedule:	Days: Monday – Friday	Hours:	9:00am – 5:30pm		
Department/FTE:	Nursing Administration	FTE:	1.00	Benefit eligible?	YES
Physical Requirements:	Please see full Job Description in Human Resources				

INTERESTED CANDIDATES – PLEASE APPLY	
MAIL OR APPLY IN-PERSON:	Three Rivers Hospital Human Resources Department PO Box 577 507 Hospital Way Brewster, WA 98812 (509) 689-2517
APPLY ONLINE:	www.threerivershospital.net
HR CONTACT EMAIL:	opportunity@trhospital.net
<i>Three Rivers Hospital is an equal opportunity employer.</i>	