**AK Child & Family**

**Job Description and Performance Appraisal**

**Executive Assistant**

Employee:       Date of Evaluation:

Review Period:       Next Review Date:

**SUMMARY OF RESPONSIBILITIES**\*

This is a staff support position in the Operations Department. The Executive Assistant will collaborate and coordinate with staff to facilitate project requirements. The Executive Assistant provides assistance with all phases of agency projects including, but not limited to research, initiation, planning, marketing, execution, and reporting. The Executive Assistant also assists with grant writing, staff orientation training, and word processing and computer software training and troubleshooting (as appropriate).

The Executive Assistant will perform all required duties in support of the President and Chief Executive Officer, the Board of Directors, community events, and other professional agencies. The Executive Assistant is expected to abide by all safety rules and regulations of the facility. The responsibilities of the Executive Assistant are carried out according to AK Child & Family policies and the mission of AK Child & Family and its philosophy of care.

\*All positions at AK Child & Family may have responsibilities altered during the course of employment due to agency imperatives

**SUPERVISION AND COORDINATION OF SERVICES**

The Executive Assistant reports directly to the Chief Administrative Officer and CEO; works collaboratively with other staff personnel; and independently reports to the board of directors on issues and concerns.

**QUALIFICATIONS**

**Knowledge, Skills and Abilities:** The Executive Assistant must be able to use personal computers, word processing and dictation equipment. Experienced in computer software such as Microsoft Word, Excel, and Power Point is essential, as is the ability to learn and integrate new equipment and programs into office procedures and teach others. The Executive Assistant must demonstrate skills in interdisciplinary teamwork in addition to excellent skills in written, interpersonal and oral communication. The ability to communicate in English, both in person and in writing, with employees and supervisors is essential.

**Education and experience:** Four years of relevant experience in a behavioral health care setting, or combination of education and experience is required. A Bachelor’s Degree in a business or social services related field (such as Project Management, or Social Work) is preferred.

**PHYSICAL DEMANDS**

The Executive Assistant must have a valid Alaska Driver’s License. He/she must be able to: to handle boxes up to thirty-five (35) pounds, use and maintain fax machine, reproduce a large number of application forms, etc. on a forty-four (44) inch high copy machine and fax machine, work in file cabinets fifty-five (55) inches high, and work evenings when special events are scheduled. The ability to communicate effectively with employees, the board of directors, and the general public is an essential qualification.

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| **AK Child & Family**    **Performance Appraisal**  **Executive Assistant**  **Time Frame:**  Initial  Introductory Period  Annual  Other: | | |
| Evaluation Tools | | Rating Scale |
| 1. Observation 2. Individual Supervision 3. Department Meetings 4. Peer Feedback 5. Intra Agency Consumer Feedback 6. Skills Development/ Training | 1. Written reports/proposals 2. Training evaluation forms 3. Quarterly/Annual Reports 4. Licensing/Joint Commsion Review 5. Budget Reviews | 3 – Consistently exceeds performance expectations  2 – 85-100% of performance meets expectations  1 – Improvement needed  0 – Close supervision required (Action plan required) |

| **Performance Factors** | **Compliance** | **Additional Tools Used** | **Rating and Comments** |
| --- | --- | --- | --- |
| **Professionalism** | (1) Works well and willingly with others, promotes cooperation and understanding among team members; is generally optimistic, and contributes positively to AK Child & Family.  *Criteria:* 1, 2, 4 | 1, 2, 4, |  |
|  | (2) Is flexible and able to meet programmatic changes and challenges.  *Criteria:* 1, 2, 4 | 1, 2, 4 |  |
|  | (3) Arrives at work promptly and works in a timely and responsible way.  *Criteria:* 2, 4 |  |  |
|  | (4) Maintains confidentiality of information and professional boundaries.  *Criteria:* 2, 4, 5 |  |  |
|  | (5) Uses appropriate channels of communication to seek answers, make suggestions, and to openly advocate change; does not gossip.  *Criteria:* 1, 2, 3, 5 |  |  |
|  | (6) Works independently, seeks out and takes on new duties.  *Criteria:* 2, 3, 4 |  |  |
|  | (7) Upholds the AK Child & Family mission, vision, and philosophy of care.  *Criteria:* 2, 3, 4 |  |  |
| **Special Projects** | (1) Maintains strict confidentiality with respect to agency clients, personnel and daily business. Demonstrates direct and honest communication.  *Criteria:* 1, 2, 4 |  |  |
|  | (2) Collaborates, and coordinates with staff to facilitate project requirements including research, communication, marketing, and reporting.  *Criteria:* 1, 2, 4, 5, 7 |  |  |
|  | (3) Assists with grant writing and research.  *Criteria*: 1, 2, 7 |  |  |
|  | (4) Conducts training and engages in new employees’ orientation development.  *Criteria*: 1, 2, 5 |  |  |
|  | (5) Provides computer software training and troubleshooting. Learns and applies new computer applications when appropriate.  *Criteria*: 1, 2, 6 |  |  |
| **Performance Factors** | **Compliance** | **Additional Tools Used** | **Rating and Comments** |
| **CEO/Board Facilitation** | (1) Assists with preparation of letters, minutes, agendas, memos, and reports.  *Criteria:* 1, 2, 4, 5 |  |  |
|  | (2) Assists in maintaining the official records for AK Child & Family Board of Directors.  *Criteria:* 1, 2, 3, 4, 5 |  |  |
|  | (3) Facilitates communication between the President and CEO Board Members.  *Criteria:* 1, 2, 3, 4, 5 |  |  |

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| **Action Plan:**  (Note: Any Areas Rated as “0” Requires Specific Action Plan.) |

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| **Goals and Performance**   1. Review individual goal(s) listed on last performance review (employee and supervisor) and indicate whether they have been achieved. 2. Establish new goal(s) for next performance review period. 3. Overall assessment of employee’s performance: 4. Employee Comments     Supervisor Date Employee Date    President and CEO Date |