



Journey of Hope Administrative Assistant

Reports to: Manager of Medical Services

Hours: Full-time, non-exempt position, M-F, 40 hours with flexibility to meet the needs of the program.

MISSION AND NEED

Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

General Statement of Duties: The Administrative Assistant will assist the medical department with various administrative tasks and functions.

Please Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.

Essential Functions:

1. Creates documentation and files for intakes
2. Uploads medical appointments to appropriate Outlook calendar
3. Sends emails containing appointment information to necessary staff
4. Scans and uploads required documentation to portal by deadline
5. Ensures that all necessary paperwork is printed and ready before appointments
6. Organizes PPE inventory to distribute to cottages
7. Adheres to the guidelines of HIPAA and maintains confidentiality
8. Demonstrates excellent organizational and administrative experience and skills
9. Demonstrates proficiency in computer skills
10. Demonstrates ability to operate all office equipment, i.e. fax, scanner, copier, etc.
11. Participates in team meetings and other meetings

Minimum Qualifications:

A high school diploma or equivalent is required. 1-2 years of clerical experience preferred. Bilingual English and Spanish (read, write, and speak) preferred but not required. Act 33/34 and FBI clearances are required. Final candidate must be approved by the Office of Refuge and Resettlement. EOE.

COMMITMENT TO SOCIAL JUSTICE

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be “Faithful Listeners” and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that “God is Found in Everyday Activities” we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe “Loving Relationships” means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

Holy Family Institute is an Equal Opportunity Employer