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|  Oroville Hospital | Job Description for Office Coordinator | Department: | Educational Services |
| | | Dept.#: | 8740 |
| | | Last Updated: | 03/02/10 2/26/08 |

Reports To

Educational Services Director

Job Summary

The Office Coordinator plans, directs, and coordinates the clerical functions of the Education Department in the training and development activities necessary for the smooth functioning of the Educational Services Department.

Duties

1. Assists the Director in planning educational programs, screens calls, makes appointments, and provides assistance wherever needed
2. Trains clerical personnel
3. Assists in managing department in the Director's absence
4. Prepares statistical and other special reports
5. Assists Hospital managers and personnel regarding educational programs and CE policies
6. Stays current on American Heart Association updates and informs instructors
7. Prepares Bi-annual reports
8. Acts as recording secretary for various committee meetings; prepares agendas and minutes
9. Prepares correspondence for the department
10. Files correspondence and records as needed
11. Photocopies documents, letters, handouts, etc
12. Maintains records of the following:
 - a. CPR recognitions
 - b. Video Library
 - c. Classes
 - d. Mail out continuing education certificates, calendars and brochures
13. Routes incoming mail
14. Prepares purchase orders, check requisitions, and orders supplies as needed
15. Maintains and updates department mailing lists
16. Assists in preparing individual class outlines, objectives, handouts, and tests

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17. Maintains video library – check out tapes with appropriate test and handouts
18. Prepares educational material for class handouts
19. Schedules rooms for meetings, classes, etc
20. Records individual educational record for each employee and department
21. Keeps department manual up to date
22. Performs other duties as assigned

Qualifications

1. High school diploma required. Bachelor degree preferred.
2. Additional education in English, Medical Terminology and Office Management required.
3. Must be able to type at least 45 wpm
4. Five (5) years previous hospital or medical office experience required with emphasis in clerical/secretarial duties.
5. Competent in all Microsoft Office Programs
6. Must be organized and demonstrate the ability to follow directions
7. Must demonstrate excellent customer service and communication skills
8. Must enjoy working with people
9. Must be patient and demonstrate the ability to be self directed
10. Must be flexible, dependable, and demonstrate the ability to adapt to change

Lifting Requirements

Medium – is considered lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.