



UHH WEE WE CARE, INC.

Job Responsibilities for Executive Assistant

The Executive Assistant (EA) at Uhh Wee We Care Inc. is the gatekeeper and personal representative of all administrative functions for the care facilities and transportation business. EA will manage or coordinate the medical and health services including the following responsibilities:

- Oversee day-to-day operations and manage the administrative functions of (3) three assisted living properties, The Allen House, Fairview and Elison, (1) one independent living home and a transportation service, Uhh Wee We Care Transportation.
- Supervise the work activities of housing managers and staff to ensure compliance with business policies and procedures.
- Manages A/P, A/R, accounting and record keeping functions
- Maintains current resident census data
- Checks figures, postings and documents for correct entry, mathematical accuracy, and proper codes
- Prepares and sends monthly resident account statements
- Maintains resident accounts and ledgers
- Prepares and delivers bank deposits
- Maintains records required by licensing agencies
- Assures accurate completion of admission forms, contracts, etc.
- Compiles and prepares data and reports as required by corporate staff
- May assist residents in filing for Medicaid benefits
- Manages human resources functions
- Acts as an on-site resource for employees and managers, answering employee inquiries and providing information for personnel actions, including, but not limited to, new hires, status changes, discipline, paid time off, leaves of absence and terminations
- Arranges for advertising or posting of job vacancies, both internal and external
- Processes background and reference checks for all new hires
- Processes, verifies and maintains personnel related documentation, including new hire paperwork, job descriptions, leaves of absence, disciplinary documentation, termination paperwork and maintenance of licensing and certification requirements
- Plans and conducts new hire orientations for new employees



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- Explains company personnel policies, benefits and procedures to employees or applicants
- Manages payroll functions, including payroll processing
- Maintains up to date payroll records, including new hires, status changes, pay rate changes, and terminations and resignations
- Reviews time clock records and other information to detect and reconcile payroll discrepancies
- Verifies attendance, hours worked and pay adjustments, including any deductions, and posts into payroll system for processing
- Tracks paid time off, including vacation, sick and personal leave, as applicable.
- Issues and records adjustments to pay, related to previous errors or retroactive increases
- Answers employee inquiries regarding their pay checks.
- Reports any issues or problems that may arise to the Administrator
- Complies with state, federal, and all other applicable health care, financial and safety standards
- Assists families and other visitors as needed
- Attends/completes required in-services and other required meetings
- Responsible for all aspects of resident trust fund administration
- Performs weekend manager duties as required
- Performs other duties as directed

KNOWLEDGE, SKILLS and ABILITIES which may be representative but not all inclusive of those commonly associated with this position.

Language Ability –Ability to read and interpret documents. Ability to write complex reports and correspondence

Written Communication - Writes clearly and informatively; able to read and interpret written information

Verbal Communication - Talks to others to convey information effectively

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

Reasoning Ability –Ability to apply common sense understanding to carry out detailed written or oral instructions.



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Customer and Personal Service – Knowledge of principles for providing customer and personal services. This includes needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

Administration and Management – Knowledge of business and management principles involved in human resources and coordination of people and resources

Accounting — Basic knowledge of accounting principles and practices

Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one

Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.

Problem Solving – Identifies and resolves problems in a timely manner

Interpersonal – Focuses on solving conflict, not blaming; maintains confidentiality

Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Quality Management – Demonstrates accuracy and thoroughness

Organizational Support – Follows policies and procedures; completes tasks correctly and on time

Adaptability – Adapts to changes in the work environment; changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events

Planning/Organizing – Prioritizes and plans work activities; advises for additional resources

Attendance/Punctuality – Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time

Dependability – Completes tasks on time or notifies appropriate person with an alternate plan

Professionalism – Treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions



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COMPUTER SKILLS/EQUIPMENT USED TO PERFORM THE JOB

Desktop/Notebook computers

MS Office (Word, Excel, PowerPoint, etc.)

WORK ENVIRONMENT

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

The employee may be exposed to bodily fluids and odors, dust or fumes

The noise level in the work environment is usually moderate

PHYSICAL ABILITIES commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is regularly required to stand, walk, sit, stoop, kneel or crouch. The employee is occasionally required to use hands to handle or feel objects, reach with hands and arms, taste or smell

The employee must regularly lift and/or move up to 25 pounds

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.