



JOB DESCRIPTION OVERVIEW ADMINISTRATIVE ASSISTANT

Quality Care Health Foundation is looking for an Administrative and Data Assistant to provide support to a statewide grant program focused on increasing the certified nurse assistant workforce in California.

POSITION DESCRIPTION: The Administrative Assistant is responsible for providing administrative and data support and coordination for the day-to-day operations of the grant-funded Certified Nurse Assistant Program (CNAP). This position will support efforts for recruitment, selection, processing, program monitoring, data collection and data entry for the various programs being implemented through the grant.

PRIMARY RESPONSIBILITIES:

- Performs data entry and organizes data collection process.
- Creates and manages document flow and filing of all forms flowing through the program.
- Follow-up with grant participants to collect forms, reports, and data as needed.
- Help process grant-related invoicing, payments and cost allocation coding.
- Respond to program inquiries in a timely manner.
- Maintain an organized tracking system for all providers and individuals accepted into the grant program.
- Monitor state agency web sites for approved nursing assistant training programs.
- Schedule and make logistical arrangements for grant-related meetings, conference calls, trainings, or outreach events.
- Update web site content regularly.

QUALIFICATIONS:

- Bachelors of Arts or Science degree or equivalent work experience.
- Advanced proficiency in Microsoft 365 Office, PowerPoint, Forms, SharePoint, WordPress administration and editing, and specifically use of Excel spreadsheets.
- Strong organizational, data and document management skills. Must be extremely organized in gathering and tracking data and forms.
- Strong time management and organizational skills, detail-oriented, with ability to multitask.
- Excellent interpersonal and communications skills with attention to customer service.
- Excellent written and verbal communication skills.
- Works well independently and as part of the team.

SALARY RANGE: \$45,000 - \$52,000

BENEFITS: medical, dental, 401(k), vacation, sick leave, designated holidays.

POSITION DURATION: This position is 100% grant-funded and the position will likely terminate at the end of the funding period, which is scheduled for **December 31, 2027**.

CONTACT: Include cover letter with resumé to rcfujisawa@cahf.org.

Quality Care Health Foundation (QCHF) is a non-profit foundation affiliated with the California Association of Health Facilities (CAHF), providing valuable education, training and resources for the long-term care profession in the state.