



Job Description

ADMINISTRATIVE ASSISTANT POSITION

Apply on Pennsylvania Nurse Peer Assistance Program Website To: KSimpson@pnap.org

Website: www.pnap.org

Location: Corporate Office
258 Wolfe Lane
Irwin, Pa. 15642
877-298-7627 option 1

Who is PNAP?

The Pennsylvania Nursing Peer Assistance Program (PNAP) is a non-profit organization that provides assistance to any nurse or any person who requests guidance when a licensee is suspected of being unable to practice their profession with reasonable skill and safety to the public. PNAP provides services to Licensed Practical Nurses, Registered Nurses, Certified Registered Nurse Practitioners, Certified Registered Nurse Anesthetists, nursing students and Dieticians.

Position Summary:

The Administrative Assistant position will be responsible for supporting a senior leadership team of 7 to 8 colleagues. The Administrative Assistant manages the administrative functions for the Pennsylvania Nurse Peer Assistance Program under the direction of the Executive Director. This role serves as the main support point for the Case Management staff. Support includes interfacing with nurse referral activities, maintaining statistical data and day to day office operations. PNAP has a highly experienced and dynamic team of individuals dedicated to providing high level professional services to our clients.

What You Will Do:

- Answer and triage incoming calls in a courteous and professional manner.
- Coordinate referrals and assign to a Case Manager.

- Assist the Executive Director with various administrative duties including but not limited to data entry, statistical tracking and daily census, contracts and communication with Case Management staff.
- Scheduling of presentations, staff meetings, conference calls and follow up of client status.
- Assist with preparation of the annual report and proposal information.
- Support the Executive Director and the Executive Administrative Assistant with duties as assigned.

Required Skills and Experience:

- Associates Degree in Office Administration, Business Management or a Bachelor's Degree in a health-related field **or equivalent experience.**
- Understanding of Substance Use Disorders, Mental Health Disorders and Physical Disorders.
- Ability to handle confidential and non-routine information in a professional and non-judgmental manner.
- Ability to independently manage multiple assignments, determine and set priorities and work with limited direct supervision.
- Must be flexible to adapt to changing and fast-paced environment.
- Ability to communicate effectively.
- Proficient in Microsoft office products.

Benefits:

- Competitive Healthcare, Dental, and Vision.
- Short Term and Long Term Disability
- Life Insurance
- Simple IRA with Company Contribution
- Competitive Vacation
- Paid State Holidays
- Continuing Education and Training