

COMPANY: OHIO PROFESSIONALS HEALTH PROGRAM  
 JOB TITLE: PROGRAM ASSISTANT  
 REPORTS TO: COMPLIANCE MANAGER  
 HOURS: FULL TIME, HOURLY- NON-EXEMPT POSITION WITH BENEFITS

**GENERAL PURPOSE OF THE JOB:**

Serve as the Program Assistant, providing administrative support to all aspects of clinical services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Handles incoming clinical correspondence and directs to appropriate personnel. Scan and electronically file all participant documentation. (40%)
- Supports the clinical and compliance teams with aspects of reporting related to clinical notes, toxicology program results, prescription management, and notifications, conferring with Medical Director and/or Clinical Director based on established clinical guidelines. (20%)
- Oversees confidentiality protocols, including management of all releases of information, preparation, distribution, and collection. (10%)
- Assist with toxicology collection, ordering and management of all toxicology testing supplies, and manages and adheres to all collection protocols. (10%)
- Maintain electronic databases and participate in random database audits. (10%)
- Greet office guests and program participants. (10%)
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Excellent organizational and communication skills
- Computer literacy with excellent working knowledge of Microsoft Office products
- Ability to work independently on multiple projects simultaneously
- Strong initiative and teamwork skills

**EDUCATION AND EXPERIENCE:**

Minimum 2 years administrative experience  
 Knowledge of prescription medications and clinical usages preferred but not required

Physical Requirements	Rarely (0 – 12%)	Occasionally (12 – 33%)	Frequently (34 – 66%)	Regularly (67 – 100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Standing/Walking		X		
Climbing/Stooping/Kneeling	X			
Lifting/Pulling/Pushing	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

**WORKING CONDITIONS:** Normal office working conditions with the absence of disagreeable elements. Meetings and travel may result in exposure to environmental elements, hospital elements, and others found in healthcare settings.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_