



JOB DESCRIPTION
Operations Assistant
February 2024

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality.

Position Overview and Purpose

This is a professional position in the field of community health responsible for assisting the Healthy Start team with daily activities that support office and organizational operations. This position works independently under the direction of the Administrator – Human Resource, Operations and Fiscal. This position is a member of the Operations Department and in addition, works closely with the Director of Operations. This position requires office work daily and is not considered a remote position.

Duties and Responsibilities

Operations

- Manages and is responsible for completion of requests for operations including the baby item distribution process, van requests, and work orders.
- Daily deliveries throughout the Healthy Start service area.
- Assist with coordination of office equipment maintenance and repairs.
- Distribution of inventory/supplies to staff
- Tangible goods delivery daily to all program participants
- Meeting room set up and break down.
- Maintains a current, up to date inventory list.
- Maintains neat and manageable order to the warehouse room and diaper closet.
- Provides transportation for participants when necessary (i.e., driving participant and newborn from hospital to home)
- Assist with coordination of community events and activities.
- Assist with the moving of office furniture, etc. as needed.
- May work with other departments to coordinate delivery needs, including bank deposits.

Facilities Maintenance

- Communicates directly with building management to report any areas of the building that need addressed. i.e., flooding, smells, snow removal, burned out lights.
- Maintains and performs a daily schedule of cleaning for all spaces leased by Healthy Start, Inc.
- Oversees and performs daily COVID cleaning protocols.
- Communicates any problems with copier and fax machines to the director.
- Replenish paper in all copier machines daily.
- Delivers mail daily to the appropriate post office.
- Water coolers replenished as needed.

Fleet Management:

- Maintains a calendar of scheduled maintenance, oil changes, cleaning and insurance for all fleet vehicles.
- Completes the Daily Vehicle Check form for all vehicles.
- Ensures vehicles are clean, have gas and are in good working order.
- Communicates vehicle concerns with the Director.
- Removes snow on and around each vehicle, daily, during the winter months.

Performs other job-related duties as assigned.

Required Skills and Qualifications:

High School Diploma or equivalent, valid unrestricted Pennsylvania Driver's License with a clean driving record and a minimum of two years related experience and/or training.

- Professional demeanor is required as you will interact with people at all levels within the organization, outside of the organization and community.
- Knowledge of Healthy Start Project geographic area including parts of Westmoreland County.
- Knowledge of automotive inspection/maintenance requirements.
- Must have excellent interpersonal and communication skills.
- Strong computer skills and proficiency in Microsoft suite of products.
- Must have excellent organizational skills.
- Ability to follow instructions, take direction from management, and comply with the boundaries of the established policy and procedures.
- Ability to meet deadlines.
- Ability to keep accurate records.
- Ability to utilize safe driving skills and judgment in all weather conditions.
- Ability to lift heavy objects/items.
- Maintain an absolute commitment to protecting the confidentiality of employee and agency information.

Supervisory Relationship

This position is under the direction of the Administrator of HR, Operations & Finance.

Physical Demands

- The work performed is 50% in the office and 50% in the field. Office work requiring lifting, carrying, stooping, standing, bending, walking and filing.
- Intense mental, visual and aural attention is required as the work involves responding to requests, planning or performing work that is at times, can be fast paced.

Other Requirements

- COVID-19 vaccination required.
- Must possess a valid unrestricted Pennsylvania Driver's License and current and valid unrestricted automobile insurance and be listed as an insured driver.
- Must be able to be insured as the main driver of Healthy Start vehicles through our insurance carrier.
- Ability to pass and obtain clearances Act 33/34 and FBI.

Compensation

The starting salary for this position is \$18/hr. This is a non-exempt position.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

FLSA Status: Non-Exempt