



OPERATIONS ASSISTANT JOB DESCRIPTION

January 2025

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 support 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 under the direction of the Administrator – Human Resource, Operations and Fiscal. This position is a member of the Administration Department and may also work closely with the Director of Administration. This position requires office work daily and is not considered a remote position.

Duties and Responsibilities

Operations

- Responsible for completion of participant requests for operations including the baby item distribution process, van requests, and work orders.
- Deliver participant items throughout the Healthy Start service area as needed, using company vehicles.
- Assist with coordination of office equipment maintenance and repairs.
- Distribution of inventory/supplies to staff.
- Meeting room set up and break down, including support for off-site meetings and events.
- Maintains a current, up to date inventory list.
- Maintains neat and manageable order to the warehouse room and diaper closet.
- Assists with transportation for participants to Healthy Start sponsored events.
- Assist with the moving of office furniture, etc. as needed.

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.
- Communicates any problems with copier machines to the Administrator – HR, Fiscal & Operations.
- Replenish paper in all copier machines daily.
- 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 of Administration.
- 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 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 directions 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 - 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 part-time position at 20 hours per week.

Schedule:

- 4 - 5 hour shift Monday through Friday
- Weekends as needed

FLSA Status: Non-Exempt

Work Location: In person

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.

Application Instructions: Send resume and cover letter to HR@hsipgh.org. Applications submitted without a cover letter WILL NOT be considered.