



Job Title: Office Supervisor

Hours: Part-Time 20 hours/week

Reports To: Patient Support Manager

Job Purpose: Lead and maintain a controlled professional office environment to maintain a culture of excellence.

Job Responsibilities:

1. Maintain the skills of Shift Supervisor, Advocate, and Receptionist as well as the DataFocus Applications
2. Lead shifts as Shift Supervisor regularly
3. Perform Data Review for your office location
4. Oversee FOCUS Patient Process and Timing Quality Control for the shifts run at your office location
5. Be prepared to handle unusual or difficult situations as they occur and report any out of the ordinary to the Patient Support Manager
6. Keep Patient Support Manager informed of anything out of the ordinary, issues and/or concerns
7. Assist in new and ongoing Volunteer Advocate Training
8. Lead Annual Volunteer Advocate Observations for your office location
9. Partner with Operations Director to assist in maintaining office supplies and vendor relations at your office location
10. Supervise Advocate and Receptionist Volunteers at your office location
11. Responsible for creating and maintaining monthly Volunteer Schedule at your office location
12. Assist with assessments for annual office budget determination
13. Attend community events as required
14. Attend Staff and Volunteer Meetings and events as required
15. Assist with fundraising events as required
16. Serve on Assure Teams as assigned

Qualifications:

1. Meet the requirements located on the Assure Women's Center application
2. Must be a qualified trained Shift Supervisor, Advocate, and Receptionist
3. Excellent communication skills

4. Excellent organizational skills