

# USC Leonard Davis School of Gerontology

## Job Posting: The Centers for Elders Independence 02/15/06

Job Position: Quality Management Administrative Assistant

Status: Full time

Location: Oakland, CA

### Organizational Overview:

The Center for Elders Independence is a non profit organization serving frail elders in the East Bay. Our innovative, all-inclusive, long-term health care program (PACE Program) provides the frail elderly with all the care they need, allowing them to maximize their health and independence and remain close to their family members and within the community. We currently have several openings for certified Health Care Workers.

### Job Description:

Under the supervision of the QM Coordinator, the QM Administrative Assistant collects data, creates reports and provides other support to the quality and training programs. In addition, the QM Assistant maintains records for the QM Department that are well organized, accurate and accessible.

### Qualifications:

- Bachelor's degree
- Strong written and verbal communication skills
- Strong computer skills: word, excel, PowerPoint
- Detail oriented
- Experience working effectively and harmoniously with a diverse staff
- Ability to accept direction and also work independently when needed
- Ability to track, organize and present information that is accessible to others

### Contact:

Center for Elders Independence  
Attn: Job# CEI.11.21.05-HCWC  
510-17<sup>th</sup> Street, 4<sup>th</sup> Floor  
Oakland, CA 94612  
Fax: (510) 452-8836  
Email: [hrjobs@cei.elders.org](mailto:hrjobs@cei.elders.org)