

Job Opportunity: Executive Administrative Assistant – Administrator Designee

Facility: MonteVera Pearl Residence (Enhanced Services Facility)

Location: Tacoma, WA

Position Type: Full-Time, Part Time

Work Schedule: Monday–Friday (8:30 AM – 5:00 PM or flexible per arrangement)

Compensation: Competitive hourly wage (DOE) + Full benefits

Reports To: Facility Administrator / Executive Director

Role Type: Administrator Designee (Per WAC 388-107-1150)

About MonteVera Pearl Residence

MonteVera Pearl Residence is a licensed 16-bed **Enhanced Services Facility (ESF)** located in Tacoma, Washington. We provide trauma-informed, community-based care for individuals with complex behavioral health needs who are transitioning from psychiatric hospitalizations. Rooted in **restorative nursing** and **community health nursing**, our facility promotes healing, empowerment, and community reintegration in a secure and supportive environment.

Position Summary

MonteVera Pearl Residence is seeking a professional, detail-oriented **Executive Administrative Assistant** to serve as the **Administrator Designee**. This role supports the day-to-day operations of the facility by assisting the Administrator with scheduling, compliance tracking, communication, documentation, and administrative duties required under **WAC 388-107**. The Administrator Designee assumes administrative leadership responsibilities during the Administrator's absence.

Key Responsibilities**Administrative & Operational Support**

- Manage daily facility operations, resident services tracking, and administrative support tasks.
- Act as **Administrator Designee** in the absence of the Administrator, maintaining continuity of care and supervision.
- Prepare and maintain documentation for resident admissions, discharges, staffing schedules, and compliance logs.
- Support oversight of records required by WAC 388-107, including incident reports, training records, and inspection preparation.

Communication & Coordination

- Facilitate internal communications among departments including nursing, care staff, and mental health professionals.
- Coordinate staff meetings, trainings, surveys, and audits with external agencies.
- Act as liaison with vendors, contractors, and community partners.
- Assist with correspondence, including emails, notices, memos, and reporting forms.

Compliance & Documentation

- Maintain current facility forms, policies, and procedure documents in alignment with DSHS and licensing regulations.
- Track training compliance for staff per **WAC 388-112**, including due dates and certifications.
- Manage logs such as safety drills, medication audits, service planning meetings, census checks, and maintenance reviews.
- Maintain confidentiality and adhere to HIPAA and privacy standards.

Facility & Resident Oversight

- Conduct facility walkthroughs, assist with resident activities and engagement support as needed.
- Participate in **quality assurance activities**, including incident tracking and staff performance improvement.
- Support care staff in ensuring resident rights, safety, and trauma-informed practices are followed.

Minimum Qualifications

Required:

- High School Diploma or GED; Associate degree or higher preferred.
- At least **2 years of experience** in healthcare, behavioral health, long-term care, or human services administration.
- Ability to meet requirements as **Administrator Designee** under **WAC 388-107-1150**, including training and background checks.
- Strong administrative, organizational, and time management skills.
- Proficient in Microsoft Office (Word, Excel, Outlook) and able to learn EHR and compliance platforms.
- Ability to maintain confidentiality, manage multiple priorities, and support a team environment.
- Must pass DSHS fingerprint-based background check and TB screening.

Preferred:

- Experience working in an Enhanced Services Facility, Assisted Living, or Behavioral Health Residential setting.
- Familiarity with WAC 388-107 and WAC 388-112 training and staffing requirements.
- CPR/First Aid certified (or able to obtain within 30 days of hire).
- Bilingual or multicultural background appreciated.

Benefits

- Competitive pay with room for advancement
 - Full medical, dental, and vision insurance
 - Paid Sick Leave, Vacation, and Holidays
 - Professional development and leadership training
 - Supportive, mission-driven environment
 - Opportunity to grow into facility leadership and compliance roles
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How to Apply

Please submit your **resume and cover letter** to:

Email: careers@monteverapearl.com

Subject Line: Executive Admin Assistant Application – [Your Name]

Or apply in person at our Open House: (Check Our Website For Details)

MonteVera Pearl Residence

815 S Pearl St

Tacoma, WA 98465