



TITLE: Administrative Support/Seasons

QUALIFICATIONS:

Education/Training: High School Diploma. Business courses or work experience to demonstrate skills and knowledge to perform the required responsibilities.

Experience / Special Skills: Two years general office or business experience and proficiency with Microsoft Office.

Job Requirements:

- Strong and professional communication skills – verbal and written.
- Interpersonal skills – able to interact with people of all ages.
- Proficiency with typing, computer, and document formatting – Microsoft Office software.
- Good organizational skills.
- Attention to detail.
- Self-motivation and reliability.
- Work quickly and effectively with minimal direction.
- Valid driver’s license and automobile insurance.
- Reliable automobile.

JOB GOAL: Provide routine clerical support for the day to day operations of Adult Day Services.

REPORTS TO: Program Director

PERFORMANCE RESPONSIBILITIES:

1. Process and oversee client files.
 - a. Create new participant enrollment files.
 - b. Manage inactive and discharged client records.
2. Maintain detailed time-sensitive care plan, nursing and activity assessment listings and due dates.
3. Perform clerical duties.
 - a. Typing
 - b. Filing
 - c. Copying
 - d. Faxing
 - e. Other tasks as requested
4. Order and maintain clerical supplies.
5. Maintain confidentiality of all client information.
6. Other
 - a. Perform other tasks and assume other responsibilities as assigned.
 - b. Attend meetings and trainings as directed.

Reviewed and Agreed to by: _____ Date: _____