



JOB TITLE:
FLSA STATUS:
REPORTS TO:

SENIOR ADMINISTRATIVE ASSISTANT

Exempt
Director of Support Coordination

PRIMARY PURPOSE OF JOB

This position is responsible for supervising the administrative assistant team and ensuring they are successfully completing the duties outlined in job descriptions. The administrative assistant team includes: administrative assistants; document imaging specialist and scanners. This includes assisting the Directors as needed, including covering duties for administrative staff.

This description may not include all of the duties, knowledge, skills, or abilities associated with this position.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

General Duties and Responsibilities

- Oversee and track Guardian Surveys with Director of Support Coordination and ensure they are properly distributed.
- Oversee that ISP's and amendments are properly copied, distributed and mailed for The Next Step.
- Ensure Administrative Assistants' job duties are completed as assigned.
- Supervising Document Imaging Specialist Coordinator and Document Imaging Assistants to ensure that they are successfully completing job duties in accordance with Performance Expectations and covering their duties as needed.
- Serve as Employment Mentor for The Next Step administrative team.
- Supervising the data entry into JARVIS database and covering the duties when needed.
- Delegate or complete job duties of other administrative duties when an administrative assistant is absent from work.
- Ensure that the administrative assistants' responsibilities are completed in an effective and efficient manner.
- Order and maintain office supplies and equipment for The Next Step.
- Assist Directors of The Next Step with projects as needed.
- Responsible for training administrative assistants as needed.
- Assist maintaining Knowledgebase and SharePoint intranet site.
- Other duties as assigned by the Directors of The Next Step
- Attend staff meetings concerning new or revised policies and procedures and implement new information accordingly
- Member of the Safety Committee. Attend quarterly Safety Committee Meetings and assist with Drills as necessary.
- Light lifting required. Extensive sitting
- Must be able to pass a background screening.
- Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
- Must be able to drive for work-related assignments.

- Must have either a reliable broadband internet service provider or hard-wired (no cell/satellite) high speed internet with internet speed at *no less than 15 mbps* in order to work remotely from home with provided laptop and office equipment.
- Perform other related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- This position demands good physical and mental health
- Ability to lead others
- Ability to set a positive work atmosphere
- Must be able to move continuously for 2-3 hours at a time and be able to lift and/or carry 50 to 75 pounds
- Must also be able to sit for several hours at a time while completing receptionist duties
- Ability to communicate effectively, both orally and in writing
- Ability to operate phone systems, copy machines, computer software, and other office equipment
- Ability to develop and maintain a general understanding of HTML coding.
- Ability to establish and maintain effective working relationships with associates and supervisors
- Working knowledge of HIPAA guidelines, practices and exceptions
- Ability to identify potential abuse and neglect situation and follow protocol according to all applicable regulatory requirements
- Demonstrates professional work ethic

CORE COMPETENCIES

- Adaptability – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Continuous Improvement – Originating action to improve existing conditions and processes; identifying improvements opportunities, generating ideas, and implementing solutions.
- Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.
- Decision Making – Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- Engagement Readiness – Demonstrating a willingness to commit to one's work and to invest one's time, talent and best efforts in accomplishing organizational goals.
- Planning and Organizing – Establishing courses of action for self and others to ensure that work is completed effectively.
- Quality Orientation – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Technical/Professional Knowledge and Skills – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related area; keeping up with current developments and trends in area of expertise.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- A High School diploma or its equivalency
- A minimum of 1-year prior experience working as an Administrative Assistant for an Abilities First program.
- Experience with Microsoft programs preferred

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties

| Physical Requirements | Percentage of Work Time Spent on Activity | | | |
|--|---|--------|--------|---------|
| | 0-24% | 25-49% | 50-74% | 75-100% |
| Seeing: Must be able to see to read documents/reports and focus on computer for an extended period. | | | | X |
| Hearing: Must be able to hear well enough to communicate with coworkers and general public. | | | | X |
| Sitting: Must be able to sit for long periods of time. | | | | X |
| Standing/Walking: Must be able to move about the work area. | X | | | |
| Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor and filing in a bottom drawer file cabinet. | X | | | |
| Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance. | X | | | |
| Driving: Must be able to drive locally for work-related assignments. | X | | | |
| Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices. | | | | X |

- The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.
- Works in an office environment with the option for some remote work
- Abilities First offers a flexible schedule and relaxed environment

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date