**COALITION OF HEALTH SERVICES, INC.**

PERFORMANCE DESCRIPTION

**Uniting Parents**

**JOB TITLE:**  Administrative Assistant

**DEPARTMENT:**  Uniting Parents

**RESPONSIBLE TO:** Uniting Parents Program Director

**JOB SUMMARY:**

Responsible for utilizing a data collection program for tracking child/client information. Responsible for gathering information for and about children and youth with disabilities and posting on website and/or social media. Creates fliers for events. Performs receptionists’ duties, takes referrals and/or messages, accurately. Keeps an Outlook calendar of all staff activities and program activities. Provides information and referral services to the public. The administrative assistant helps with the overall planning and coordination of meetings and workshops including the Path to Partnership meetings. Types correspondence and minutes for all staff meetings and/or trainings. Secures room, rental fees and/or space for program activities. Secures speakers for training events. Assist with sending thank you notes to event participants. Prepares agendas and sign-in forms for all activities. Post all outreach activities to Outlook and creates forms to gather necessary information from staff in attendance. Maintains expenditure records for all assigned programs. Reviews expenditure records for accuracy and files check request as necessary. Responsible for assisting with reviewing and maintaining program budget compliance. Orders supplies and maintains inventory of office equipment and supplies. Reviews monthly check request for accuracy for staff travel and any other expenses prior to acquiring approval from program director. Develops check request for monthly operating expenses and attains program director approval before submitting to agency administration. Compiles Case Manager CSHCN quarterly reports and submits to program director for review. Disseminates monthly child reports at the beginning of the month to the Regional DSHS office, the program director & the case managers. Disseminates data base reports to case managers two weeks prior to end of each quarter. Assist with marketing functions appropriate to the Uniting Parents program and the Coalition of Health Services, Inc. Participates in professional growth and development. Dresses in a professional manner; wears name badge while on duty. Maintains communication daily with program director to ensure daily task and activities are completed. Performs effective intervention(s) in situations requiring trouble shooting and problem solving. Exhibits good coping skills for personal stress. Complies with all Coalition Policies and Procedures. Performs other duties as assigned.

**JOB QUALIFICATIONS:**

A. Education:

High School Diploma or equivalent.

Associates Degree Preferred.

B. Personal Job-Related Skills:

Must display good verbal and written communication skills.

Must have good organizational and follow through skills.

Must be able to exercise good judgment and discretion in handling confidential information.

Must be self-motivated and able to work independently.

Must be able to effectively prioritize responsibilities.

Must display computer literacy and word perfect skills.

Must have knowledge of office practice, filing systems, letter composition, format and public relations.

Bilingual preferred.

C. Licensure, Registry, or Certification:

None required.

D. Experience:

Minimum of (2) years in an office setting and working with the public.

One year of full time paid or volunteer related experience (prefer experience in working with people with disabilities.

E. Physical/Special Demands:

Ability to comprehend and communicate verbally and in writing.

Able to communicate effectively with a wide range of agencies and clients.

Must be able to sit for prolonged periods of time while performing data entry, writing or attending meetings.

Must have dependable transportation for day time travel.

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| **ESSENTIAL DUTIES AND RESPONSIBILITIES:** | **Ranking** |
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| 1. Enters child/youth referral information into computer system within 48 hours of  referral. |  |
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| 2. Gathers information for and about CYSHCN and post on website and/or  social media. |  |
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| 3. Creates fliers and forms for program activities. |  |
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| 4. Answers phone and takes messages accurately. |  |
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| 5. Post all staff and program activities on Outlook. |  |
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| 6. Provides information and referral services to the public. |  |
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| 7. Responds positively to requests for assistance with clerical duties. |  |
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| 8. Assist with the planning and coordination of Path to Partnerships. |  |
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| 9. Confirms speakers for meetings then confirms attendance within 48 hours of  meeting. |  |
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| 10. Coordinates materials for workshops and meetings. |  |
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| 11. Prepares agendas and sign in forms for all activities. |  |
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| 12. Reserves meeting rooms for all program activities upon requests. |  |
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| 13. Takes minutes during meetings and types them afterwards. |  |
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| 14. Send confirmations and thank you to attendees after events. |  |
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| 15. Post all outreach events on Outlook and creates forms to gather necessary  programmatic information for reporting purposes from staff in attendance. |  |
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| 16. Receives accounts payable invoices and accurately completes check request  for payment within 48 hours to program director for review. |  |
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| 17. Maintains accurate expenditure records for all accounts payable &  files all check request appropriately. |  |
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| 18. Reviews monthly staff travel request for accuracy and submits to program  director for final approval before submitting to agency administrative staff. |  |
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| **ESSENTIAL DUTIES AND RESPONSIBILITIES** |  |
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| 19. Makes out of town travel arrangement for program staff upon request. |  |
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| 20. Complies case managers’ quarterly reports into an excel spreadsheet for  Program director review. |  |
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| 21. Compiles monthly child/client reports from database, reviews for accuracy,  and submits to program director before sending to DSHS regional office at the  beginning of each month. |  |
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| 22. Provides quarterly child reports by case manager to appropriate staff two weeks  prior to end of each quarter. |  |
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| 23. Orders supplies and maintains inventory of supplies & equipment. |  |
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| 24. Participates in interdisciplinary team meeting with staff as indicated. |  |
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| 25. Participates in Quality Assurance through identification of potential  problems and tracking outcomes. |  |
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| 26. Exhibits good coping skills for personal stress. |  |
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| 27. Effective intervention(s) in situations requiring trouble shooting and  problem solving. |  |
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| 28. Attends staff meetings. |  |
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| 29. Participates in on-going educational training. |  |
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| 30. Assist with marketing functions appropriate to Uniting Parents and the  Coalition of Health Services. |  |
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| 31. Adheres to Program(s) and the Coalition’s policies and procedures. |  |
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| 32. Performs other duties assigned. |  |
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| 33. Dresses in a professional manner, wears name badge while on duty. |  |

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**Employee Signature / Date Program Director Signature / Date**

Rev. 11.19