

South County Adult Day Services

Position Title: Administrative Assistant
Status: Non-exempt
Reports to: Program Director

General summary:

Responsible for day to day operations of front office including participant records management, attendance records, transportation coordination, and billing services support.

Essential Job Functions:

- Tracks and orders OCTA Access vouchers and supplies for the front office and other SCADS departments.
- Maintains participant records, documentation, and collaborative planning with other members of a multidisciplinary team.
- Maintains participant data and accurately completes all reports necessary for monthly billing. Works with the Accounting department to ensure all information is complete and accurate for billing and audits.
- Demonstrates cognitive and technical skill in assembly/use/operation/maintenance of equipment/supplies, such as a computer, printer, copier, fax machine, etc., and is fluent in computer software programs, most notably Microsoft Excel.
- Logs in daily participant attendance and distributes vouchers to bus/taxi drivers as indicated.
- Be cognizant of and apply consistently the application of regulatory documentation and mechanisms (Title 22, CA Department of Health and Human Services, Department of Aging, etc.) to all reports.
- Collaborates with the multidisciplinary team, participant, family, transportation, and accounting departments to coordinate participant care delivery.
- Prepares other reports as requested by Program Director, Executive Director, or Director of Finance.

Minimum Requirements:

High school diploma or equivalent (some college preferred)

Good health and pass a general physical and TB screening

Written and verbal fluency in English

Proficient in use of a personal computer and Microsoft Office and ADHC applications

Ability to represent SoCal Senior Services in a professional manner

Good verbal and written communication skills

Six (6) months of activities, healthcare, or customer service experience

Extensive knowledge of aging and dementia, strong work ethic, and good interpersonal skills

Demonstrates competence in helping others

Knowledge of appropriate leisure activities for elderly

Demonstrates sensitivity to cultural diversity

Able to be creative and flexible, problem solver, organize and complete tasks in a timely manner, follow directions of supervisor, take initiative, work effectively with other staff members and volunteers, interact appropriately with family members, caregivers and the general public

Physical Demands:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential and non-essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and listen. The position may require employees to do any of the following, sometimes frequently: sit, stand, bend, stoop, reach overhead with hands and arms, twist and walk as needed.

Employee may need to assist participants to transfer to or from a wheelchair to chair.

Employee may be required to push, pull, lift and carry when needed (e.g. trays, supplies, wheelchairs, other assistive devices, bags of trash, chairs, tables, etc.).

Employee must be able to assist participants in emergency situations when needed.

Employee must be able to push wheelchair participants up to 250#.

Employee must be able to assist clients up to 200# in ambulation.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work environment:

The work environment characteristics described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work indoors in an open environment
- Have daily contact with a large group of participants
- Work outdoors as scheduled
- Lots of flexibility and spontaneity required

Special Requirements:

- Applicant must be able to obtain CPR and First Aid Certification and Medicaid Certification within the 3 month probationary period.
- Applicant must submit to testing for tuberculosis.
- A pre-employment criminal records check will be conducted. Applicant will be required to provide police clearance records upon final consideration for employment.

- The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

- SoCal Senior Services d.b.a. South County Adult Day Services is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical

or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

- The employee or the organization may terminate employment at the organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any associate providing for employment other than at will.

To Apply:

Send Resume, cover letter, and salary history (mandatory) to SoCalSeniors.HR@gmail.com .