

Position Title: Administrative Assistant/Human Resources Aide
Reports to: Program Director
Status: Full Time/Non-exempt

General summary:

Responsible for day to day operations of front office and assisting the Program Director and other departments as needed. Responsible for program specific human resource issues including scheduling, Workers Comp, disciplinary process, etc.

Essential Job Functions:

- Track and orders supplies for the front office and other departments.
- Assist with day to day administrative operations and required reporting.
- 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.
- 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, or have the ability to acquire this knowledge and skill.
- Collaborate with the multidisciplinary team, participant, family, transportation, and accounting departments to coordinate participant care delivery.
- Prepare reports as requested by supervisors.
- Present schedules and schedule change solutions (when people are out sick etc.) for approval or edit.
- Serve as the HR liaison to the main office on issues such as Workers Comp, PTO, payroll, etc.

Minimum Requirements:

- High school diploma or equivalent (some college preferred)
- At least 1 year of Human Resources experience
- 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
- 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.

Physical Demands/ Special Requirements:

- Employee must be able to lift up to 25 pounds
- 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:

All applicants must send a cover letter and resume to socalseniors.hr@gmail.com to be considered for this position.