

Position Title: Administrative Assistant
Division: Healthy Aging Center: Laguna Woods
Reports to: Program Director
Status: Non-exempt Full Time

General summary:

The Administrative Assistant provides overall support to the Program Director and the Program Operations Manager.

Essential Job Functions:

- Performs a variety and range from routine to complex day to day administrative, clerical, and office duties in support of the Program Director and the Program Operations Manager.
- Acts as a liaison for the HR department by assisting in the recruitment and orientation process, coordinating PTO requests, collecting timesheets, etc.
- Maintains records, documentation, and collaborative planning with other members of a multidisciplinary team.
- Maintains and updates all staff communication and accurately completes all reports in a timely manner.
- Works with volunteers and Interns to ensure accurate reporting of hours on a monthly basis.
- Supports the multidisciplinary team as needed.
- Demonstrates cognitive and technical skill in the assembly, use, operation, and maintenance of equipment, such as a computer, printer, copier, fax machine, etc.
- Maintains the ordering and inventory of all supplies and operational items for all departments.
- Maintains the calendars and schedules of the Program Director.
- 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
- Serves as a Safety Officer of the center. Ensures all regulatory procedures are in compliance.
- Prepares other reports as requested by the Program Director and the Program Operations Manager.
- Maintains ethical standards of confidentiality of all client information.
- Other duties as assigned.

Minimum Requirements:

- Associates degree required (Bachelors degree preferred)
- Two (2) years of experience in an administrative role.
- Proficient in Microsoft Office suite and related software.

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Good health and pass a general physical and TB screening
- Ability to represent the organization in a professional manner
- Demonstrates sensitivity to cultural diversity

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 lbs.
- Employee must be able to assist clients up to 200 lbs. 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.

Alzheimer's Orange County 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 employee providing for employment other than at will.

To apply: all applicants MUST submit a cover letter and resume to be considered for this position. Please send all documents to SoCalSeniors.HR@gmail.com.