



Job Description

Job Title: Part Time Administrative Assistant (Community Habilitation), Grade 3
Reports to: Community Services Manager
FLSA Status/Schedule: Non-Exempt
Location: Onondaga County

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Job Summary:

The Community Habilitation Administrative Assistant provides support to the Coordinators in a variety of ways, allowing them to focus on continuous quality improvement of service delivery. A large portion of the Community Habilitation Administrative Assistant's focus will be on supporting the hiring needs for the department and maintaining up-to-date and accurate records and/or files for individuals receiving services.

Qualifications:

- High school diploma or equivalent; Associates degree preferred
- One year of administrative assistant experience
- Demonstrated attention to detail
- Demonstrated computer proficiency; ability to learn new software
- Excellent verbal and written communications skills
- Proven ability to operate fax, scanner, other office equipment
- Physical requirements include ability to stoop, kneel and lift up to twenty pounds (to file and maintain records, binders)
- Clean driver license and registered, inspected, insured and reliable transportation
- Successful completion of pre-employment screenings, including criminal history background check as directed by funder (OPWDD Criminal Background Checks)

Essential Functions:

- Regularly update the spreadsheet containing staffing needs for the department
- Connect with potential candidates; conduct pre-screenings, request additional application materials if needed, schedule interviews
- Conduct reference verifications for potential candidates
- Support potential candidates in filling out necessary background check paperwork before sending to Human Resources
- Follow applicants through the hiring process and support Human Resources in the completion of necessary background checks and the scheduling of candidate's orientation, as needed
- Match newly hired Direct Support Professionals with individuals seeking staff
- Coordinate the scheduling and assist with the maintenance of agency vehicles used to provide services to program participants
- Maintain and file all program participants' records per Medicaid and programmatic regulatory requirements
- Conduct internal file audits, request, obtain and file required documentation
- Close out individuals' files and prepare records for off-site storage

- Assist coordinators with photocopying, mailings, creating and updating forms, and other administrative duties, as needed
- Participate in agency and departmental meetings
- Maintain professional conduct / detachment from personal involvement with individual(s) and / or their family members
- Facilitate a welcoming environment for fellow coworkers, individuals and DSPs
- Maintain records of DSP bi-monthly meetings as well as sign-in sheets
- Ensure rooms are ready for meetings and all items to be dispersed are available
- Implement ARISE's compliance program and the Employee Code of Conduct as required
- Uphold policies and procedures
- Exercise sound judgment as a matter of course and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Other duties as assigned