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| Job Title: | First Steps/Point of Entry (POE) Administrative Assistant | FLSA: | Non-Exempt |
| Department/Group: | Children’s Services  | Reports To: | POE Manager  |
| Location: | Maysville | Travel Required: | Yes |
| Position Type: | Full-time  |
| HR Contact: | Mary Breeze | Date posted: |  |
| Will Train Applicant(s): | Yes | Posting Expires: | ----- |
| **Job Description: Administrative Assistant/Receptionist for the First Steps/Point of Entry program** |
| Applications Accepted By: |
| Drop off at Comprehend, Inc.:611 Forest Avenue Maysville KY, 41056 | Email: mbreeze@comprehendinc.org |
| Job Description |
| Role and Responsibilities* Serve as the POE (Point of Entry) receptionist and first contact by opening office, answering phone, sending/receiving faxes, and accepting/processing new program referrals
* Contact new referrals to obtain all required information and documentation; enter referral information into TOTS (Technology-assisted Observation and Teaming Support) system; and prepare new client charts
* Maintain filing system for all program/client charts
* Handle all mail correspondence to and from the POE office
* Document all correspondence with referral sources, families, and providers
* Complete and file purchase orders, track program expenses, and assist with reporting monthly expenses
* Maintain inventory of office and cleaning supplies and program materials; order supplies as needed
* Prepare minutes for DEIC (District Early Intervention Committee) bi-monthly meetings
* Set up new provider accounts in KEDS (Kentucky Early Childhood Data System) and assign clients to providers
* Assist POE staff in planning and implementing public relations/marketing initiatives and projects
* Assist with preparations for meetings, presentations, and other community events

**Qualifications and Education Requirements*** High school diploma or GED required with experience working in an office environment. Associate’s Degree in Business, Office Administration or related field preferred.

**Physical Requirements*** Ability to travel daily within city limits to deliver/retrieve mail. Ability to lift up to 20 lbs. and sit most of the day.

**Special Requirements** * Satisfactory criminal record and background checks
* Valid driver’s license and dependable transportation
* Professional demeanor with excellent interpersonal skills
* Good verbal and written communication skills
* Good computer skills and proficiency in most Microsoft Office and Internet applications
* Excellent organizational skills and ability to manage several tasks simultaneously
* Attention to detail, good time management skills, and ability to meet deadlines
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|  | POE Manager | Date: | 06/24/2021 |
| Approved By: | Human Resources  | Date: |  |
| Employee Signature:  |   |
| Last Updated By: | 06/24/2021 |