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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](mailto: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 | | | | | | |
|  | POE Manager | | | Date: | 06/24/2021 | |
| Approved By: | Human Resources | | | Date: |  | |
| Employee Signature: |  | | | | |
| Last Updated By: | 06/24/2021 | | | | |