

TITLE: Administrative Assistant/Intake Counselor

STATUS: Permanent

PROGRAM: Vocational Rehabilitation Program

DEPARTMENT: Education

Wage: \$12.00/hr.

LOCATION: Fort Belknap Agency

SUPERVISION RECEIVED: Director of Vocational Rehabilitation Program

SUPERVISION EXCERCISED: None

GENERAL DESCRIPTION OF DUTIES: This position will be responsible providing high level administrative assistant skills for the Vocational Rehabilitation Program. This position also assists the participants in filling out program applications and forms. This position will develop with the Vocational Rehabilitation Counselor's job skills center, job bank, and/or referral to potential employers and employment agencies. This position will also require assisting the Program Director or Counselor in planning, organizing, and setting up workshops or seminars for the program and/or program participants; also, assist with the development of grants to include data research on disabilities statistics as well as other duties assigned by Supervisor.

#### DUTIES AND WORK RESPONSIBILITIES:

- Provide outreach into the community in such aspects as home visits, client assistance to necessary appointments, etc.
- May assist Program Director or Counselor with IPE's (Individual Plans for Employment).
- Write/types a variety of material including forms, correspondence, records, reports, cards, etc., while maintaining confidentiality guidelines.
- Maintains files, records and other material according to established case profile systems.

#### DUTIES AND WORK RESPONSIBILITIES Continued:

- Enters client files, collects data and compiles reports from database.
- Computer training and experience in Window's 2000 and Microsoft Office.
- Receives telephone calls, greet public and refers them to the appropriate personnel.
- Type correspondence, reports and records in final form from rough draft.
- At times required to lift 10 or more pounds
- Work requires individual to drive vehicle.
- Work is performed in an office setting. Work is performed in an adequately lighted, heated, and ventilated office.
- Work requires travel away from the normal duty station.
- Must be able to work flexible hours may include evenings and weekends.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of modern office techniques, practices, procedures, traditional and automated filing systems and program operations.
- Skill in the use of personal computer, desk top calculator, copier machine, typewriter and other office equipment and machines.
- Ability to establish and maintain effective working relationships with co-workers, employees, officials of the state and federal agencies and the general public.
- Ability to maintain a high degree of confidentiality.
- Ability to communicate effectively orally and in writing.
- Possess excellent organizational skills.
- Ability to adequately perform duties and responsibilities with minimum supervision.
- Working knowledge and experience in Desktop Publishing, Office systems, PowerPoint, Medical Terminology, and Human Relations skills desired.

#### EDUCATION AND EXPERIENCE:

- (2) years of clerical experience, preferred;
- Willing to complete A.A. (Associate of Arts Degree) in related field.
- Valid MT Driver's License.
- Own Personal vehicle with appropriate insurance.

#### Special Considerations:

- Persons with disabilities will be given preference