

**WOMANHAVEN -
CENTER FOR FAMILY SOLUTIONS**

Department: Wellness Program	Location: Wellness Program
Job Title: Administrative Asst	Salary Range: \$17-\$19
Reports To:	Title:
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours <u>40</u> / week <input type="checkbox"/> Exempt Position <input type="checkbox"/> Non-exempt Position X

The Administrative Assistant performs clerical support duties for management and staff through a variety of tasks related to the organizations wellness program.

ESSENTIAL FUNCTIONS:

1. Provides administrative and clerical support: copying, faxing, scanning, data inputting, creating files, and other clerical duties, as assigned.
2. Greets clients and visitors and responds to general inquiries about the Wellness Program and ensures that offices and workroom areas are always clean, sanitized, and presentable.
3. Registers new clients and updates existing client information, including the collection of all eligibility documents; runs Medi-Cal and checks for active status; informing materials and signatures on required forms, as needed.
4. Creates charts, files progress notes and retrieves charts for providers and ensures all charts are filed in a locked cabinet at the end of the workday.
5. Monitors provider schedules, ensures follow up, makes retention calls and ensures the availability of appointments in case of crisis or urgent walk-ins.
6. Completes and submits required logs to ICBHS, timely and accurately, as needed.
7. Enters and ensures the accuracy of all services provided in the Client Management System.
8. Orders office supplies and maintains inventory for program, as needed.
9. Assists in the coordination of transportation for clients and Completes and mails out required letters/notices to clients, as needed
10. Provides support to staff as it pertains to clients in need of assistance with applications or with community resources and maintains confidentiality of all services and clients served by the Wellness

OTHER DUTIES: Performs other related duties as required.

SUPERVISORY RESPONSABILITIES:

None

INTERNAL/EXTERNAL RELATIONSHIPS:

Ability to build a broad working relationship with staff, clients, and other agencies.

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PHYSICAL ACTIVITY AND ENVIROMENT REQUIREMENTS:

- The working environment for this position is an office that is mostly clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.
- In the course of performing this job, the incumbent typically spends time standing, Lift up to 25 pounds walking, sitting, listening/speaking, reading and writing.

EQUIPMENT : Microsoft windows operating systems, copier, fax, computer, phone.

EDUCATION,KNOWLEDGE,SKILLS, ABILITIES, AND EXPERIENCE:

- Excellent superior customer service and people skills, being able to respond to the immediate needs of clients or staff.
- Excellent communication skills and be able to effectively reach diverse populations and entities.
- Ability to maintain accurate records, capacity for attention to detail and for reviewing and verifying accuracy of information.
- Must maintain the confidentiality of the organization, co-workers, and client records.
- Proficient in the English and Spanish languages with the capacity to translate/interpret from one language to the other.
- Must be able to multitask, maintain a professional appearance and attitude and possess the ability to handle difficult clients and situations

CERTIFICATIONS REQUIREMENTS:

- A high school degree or GED and two (2) years of clerical experience
- An associate degree in human services or experience can be used in lieu.

HIRING REQUIREMENTS:

- Must pass pre-employment drug & alcohol test, pre-employment physical, and background test.
- Possess a valid California driver's license, provide proof of vehicle insurance and be insurable with the WomanHaven insurance carrier, as appropriate.

Schedule: 8-hour shift -Mon-Fri.

I have read the above job description and fully understand the requirement set forth there.

Employee's
signature: _____

Date: _____

Employee Name: _____
Print