

Unique People Services

Job Description

Job Title: Administrative Assistant
Department: Scattered Site
Reports To: Program Director
FLSA Status: Non-exempt
Prepared By: HR Director
Revised Date: 12/7/2016

SUMMARY: Perform clerical and support administrative duties as required by the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide administrative and clerical support to the Program Director.
- Assist Program Director with processing of weekly, monthly and quarterly program reports.
- Manages the office reception area. Greets and directs all visitors, including vendors, clients, job candidates and customers.
- Updates the program client lists, and distributes to all members of the program services staff on a regular basis.
- Process program's clients housing application through funding source for interview
- Contact housing applicant and their Case Managers to schedule interviews and maintain a log of contact.
- Obtain resident related data from clinical department and submit to funding sources. Input initial residents' data into Foothold database. Data entry of applicant's information into funding web base system. Monitor funding web base system on a daily basis for consumer updates.
- Maintains the Programs Outlook calendars, time off, workshops, training & events.
- Update the program's monthly calendar for mail distribution to all clients, management and executive offices.
- Assist staff with maintaining orderly resident records and files and maintains the program staff phone directory.
- Coordinates schedules and activities, places orders for supplies and services, and tracks progress and results.
- Maintains uniformity of chart labels and index pages for program clinical staff.
- Responsible for the proper storage of closed clients' charts.
- Perform general typing and clerical duties including the preparation of meeting minutes, meeting notices, reports and correspondence; filing, photocopying and packaging of resource material as required for various program activities.
- Maintain inventory of office supplies and order office supplies as needed.
- Inputs information quickly and accurately from a variety of sources into a computer database and into a tracking system when necessary.

- Ensure that all office equipment is maintained in good condition. Arrange for repairs and routine maintenance as necessary.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. High School Diploma or GED with at least two years office experience in human service agency. Excellent typing, filing, telephone communication skills. Experience with PC, Microsoft Word, Microsoft Excel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Bilingual preferred (English/Spanish).

NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments.

Only applicants being considered for an interview will be contacted.

Unique People Services is an Equal Opportunity Employer.