



NOTICE OF AVAILABLE POSITION

POSTING DATE: **3/20/18- Until Filled- Applications received by 3/28/18 given priority.**

POSITION & PROGRAM: **Part-time Administrative Assistant- Children's and Provider Relations**

QUALIFICATIONS: High school diploma or equivalent. Competent with various computer programs such as Microsoft Word or other word processing software and spreadsheet software. Able to professionally answer the telephone and direct inquiries to proper personnel. Previous experience maintaining complex electronic filing systems. Working knowledge of photocopying and other types of office equipment. Ability to multi-task and prioritize assignments independently. Proven ability to be a part of a team. Excellent customer service skills. Satisfactory criminal background, Abuser Registry, Nurse Aide Registry and pre-employment drug checks. Valid driver's license required. Must be able to abide by Riverside DD's Code of Conduct and adopted values which can be viewed on the Riverside DD website at www.riversidedd.org.

PREFERRED QUALIFICATIONS: Some knowledge of medical terminology helpful.

DUTIES:

- Tracks enrollment paperwork, to include, scanning and indexing.
- Provides clerical support to the Early Intervention Department and the Children's and Providers relations director as requested.
- Maintains and monitors individual files as directed.
- Makes telephone calls as requested to obtain information, make appointments, etc. Receives calls and takes messages.
- Requests supplies for the department by completing purchase authorizations.
- Meeting minutes as requested
- Maintains and tracks referrals.
- Other specific duties include preparing planning packets, processing plans, insuring the most up-to-date forms, brochures and program folders are readily available to department personnel, and processing requests.
- Assists with scheduling Provider Partnership Network meetings and development of agendas. This includes reserving rooms, making agenda copies and purchasing necessary supplies.
- Provides back-up support for other Administrative Assistants as needed or requested.
- Completes requests from other Riverside DD supervisors, managers or directors as requested.
- Maintains and updates the Provider distribution lists and assists director and communications staff with distribution of information
- Assists with reservations and set up for Provider Trainings, network meetings, recruitment and job fair events.
- Functions as back-up for the receptionist, including coverage for the front desk, as determined by the current rotation schedule, and as needed when the receptionist is absent.

HOURS: The building is open from 8:00am to 4:30 pm. This position will work 20 hours per week.

SALARY: \$12.10/hour to \$18.23/hour depending on experience.

CONTACT: To be considered please submit applications/resumes by email, US Mail, fax, or by hand-delivery. You may attach a resume, however, the Riverside application **must** be completed.

Email: Nicole.eckert@riversidedd.org