

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)	2. SSN	Position Number
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3. Department Pike County	Bureau Area Agency on Aging	Division	Headquarters	Organization Code
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4. Class Title Administrative Assistant I	Working Title	Class Code
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5. Regular Work Schedule	Position is:								
<table style="width: 100%;"> <tr> <td>Start Time: <input type="text" value="8:00am"/></td> <td>Lunch Length: <input type="text" value=".50"/></td> <td><input checked="" type="checkbox"/> Full-Time</td> <td><input checked="" type="checkbox"/> Permanent</td> </tr> <tr> <td>End Time: <input type="text" value="3:30pm"/></td> <td>Hours/Week: <input type="text" value="35"/></td> <td><input type="checkbox"/> Part-Time</td> <td><input type="checkbox"/> Temporary</td> </tr> </table>	Start Time: <input type="text" value="8:00am"/>	Lunch Length: <input type="text" value=".50"/>	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent	End Time: <input type="text" value="3:30pm"/>	Hours/Week: <input type="text" value="35"/>	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary	
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Reports to:	Name	Class Title
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Days Worked (check all that apply):	Robin S. Skibber, Executive Director														
<table style="width: 100%; text-align: center;"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td> </tr> </table>	S	M	T	W	Th	F	S		X	X	X	X	X		Explain any schedule variations:
S	M	T	W	Th	F	S									
	X	X	X	X	X										

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

General: Ability to interact with the public in a Professional, friendly and helpful manner. Maintains confidentiality of clients at all times. Ability to complete detailed paperwork accurately and neatly. Good organizational skills are required. Ability to speak and write effectively to the public, staff, clients and volunteers. Handling a variety of special assignments and projects for the Supervisors and Director. All Work performed independently in all aspects of the jobs, with reports to Aging Care Manger Supervisor's and Director when needed. Plans, organizes and directs the activities of several projects from financial, scheduling, fundraisers, purchasing, meeting, events, etc. Responsible for a wide variety of administrative duties, which includes but not limited to:

- Coordinates recruitment, placement procedures and referrals for employment opportunities. Handles confidential personnel issues evaluating agency staff consistent with Civil Service Procedures, and NEOgov database. Such as State Civil Service Recruitment, along with maintains a referral process and coordinates program activities with existing employer services, such as Pike County Job Center/Workforce Development, Senior Community Service Employment program (SCSEP AARP, & Pathstone) personnel and community service applicants, and volunteers.
- Provide orientation of employee and provide Human Resources paperwork for hire, with appointment to review benefits and same paperwork downtown Human resources. Complete the request new user forms to obtain credentials for new employees or volunteers necessary to work in programs used to complete agency functions, WELLSKY, SAMS, MEDIWARE, FED.
- Categorizing all staff trainings, maintaining and monitoring while complying with regulations from the Office of Long-Term Living Bureau of Quality Assurance and Program Analytics regulatory monitoring. (recording in excel spread sheet and paper binder)
- Utilize youth workers, and volunteers with direction of daily work to be done.
- Validate eligibility of participants, Check for Exclusions of employees, and Disbarment of contractors who participate in Options programs and PDAW program monthly. Notify Supervisor/Director of any who that are ineligible or debarred.
- Responsible for writing/typing contractual agreements, with providers, all sub-contractors and district lease's (remote Site locations). Including updating filing system and provider list for Care Management staff for consumer choice

options. Random Monthly list of providers to Care Management.

- Performs public relations duties by representing the Agency at clubs, meetings, and job fairs when necessary. Assist in preparation of news releases for the media, including the annual PSA' for budget, advisory council, along with coordinate agency response to weather emergencies, delivery of Home Bound meal program delays or cancelations.
- Works with in guidelines of Grants received for special projects. Maintaining disbursement of funds, receipts of use and reports to balance out use of the funds.

Administrator for work databases:

- Consumers Waiver, regular checks on Midnight Sun database for inactive accounts, with notification to Aging Care Management Supervisor is as needed.
- Check FTP site periodically for updated information, print, email, or share pertinent material to director of Care Manager Supervisor.
- Serves as Technical Coordinator, assisting staff with general computer issues. Perform administrative changes in roles, deleting those no longer working for our agency, adding new services to an existing provider, with use of correct form, to maintain updated information in SAMS and Harmony WELL SKY, MEDIWARE, FED.
- Participates in SAM's user workgroups and participates in monthly phone conference/updates, trainings and conferences that may require overnight travel out of the county. Updates agency staff as necessary. Reviews periodically for accuracy.
- Maintains information on the different providers (OPTIONS and Waiver) ensures correct information is in the available data systems, works with supervisor of existing program to resolve issues and maintain correct information in SAMS.
- Prepare monthly reports in conjunction with waiver supervisor, Fiscal Tech, Senior Center Managers, Director. While analyzing and resolve discrepancies to produce number of consumer, units, and services, and cost per unit each month.
- Attend trainings, seminars, workshops, and conferences as scheduled by the Area Agency on Aging. Assist with updates to Policy Manual / Policies and Procedures.
- Correction of Errors as reported on the Options Implementation Errors Summary data.
- Maintains agency's Website, social media, and email account for monthly updates and making referrals to the correct department along with general information and referral to any/all agency's from any contacts from our website. Annual renewal of Website and Domain prior to expiration of agreements.

Home Delivered Meal Program:

- Collect from Drivers Daily, weekly, update of any information to maintain a current database on consumers receiving home delivered meals. Service deliveries and monthly summaries of services with assistance from HDM Driver.
- Coordinate with Care Manager Supervisor: the total number of consumer's meals, and those who are no longer getting meals. Reconcile service orders with service deliveries; communicate to Care Management team for any corrections required along with any information, pertaining to the health and well-being reported by the drivers' notes on route sheets.

- Coordinate volunteer drivers and employed driver for meal delivery, coordination of meals, information paperwork, blizzard packs, route changes, included in all aspect of home delivered meals.
- Working with Site Managers/drivers for upcoming special deliveries of Home Delivered Meals, due to holiday scheduling, vacationing drivers, blizzard pack disbursement, changes in delivery days, and or special messages keeping the consumer informed.
- Handling calls for changes from Consumers, due to doctor, vacation, hospitalization, etc. and any changes, they felt necessary to inform us. IF no answer at time of delivery of meal, following up with a Status Check to make sure consumer is safe and secure, with them first and then family, or emergency contacts. In addition, post notes in consumers' journal and or service delivery records, when needed.

Volunteer Work:

- Enter new volunteer's information into an agency program SAMS, updating information from them whenever necessary
- Track volunteers activities hours for reporting purposes. Provide volunteer hours for tally and inclusion in recognition events. (maintained in an excel spread sheet)
- Review volunteers for correct information for the annual "volunteer luncheon".
- Share files and records of the layout design and putting together of the Volunteer Luncheon Brochure with Activities Coordinator in transition of volunteer coordinator duties.
- Agency staff calendar for intake coverage, trainings, days off and Protect Service coverage. Distributed to employees and Answering service
- Utilize all aspects of computers and programs for all data required to be produced, formatted, and printed. Maintains records and prepares reports, as required, throughout all data base system. Creating new records for reports, editing all documents if needed to utilize as a possible benefit to our needs.

General Duties:

- Create professional letters, memo's and office documents. Thorough knowledge of modern office practices, procedures, and equipment. Distribute letters, memo's and office documents to the appropriate department / recipient. Assists with the creation of forms for best data collection.
- Operate all office machines: from posting mail, sending faxes, scanning, making copies, & calculator, and multi line phone system.
- Clean up of old files annually, assuring shredding of same for confidentiality.
- Has the ability to speak and write effectively.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

Employee will work with Director, Supervisor's, Supervisor, and Fiscal Tech, along with Site Managers for monthly reports required for Agency

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION:

I certify that to the best of my knowledge all statements contained within the job descriptions are correct:

Employee's Signature

Title

Date

Immediate Supervisor's Signature

Title

Date

Reviewing Officer's Signature

Title

Date