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| Job Title: Executive Assistant/Program Aide | Revision Date: 9/2020 |
| Department/Program: ADHC/ CBAS | Reports To: Program Director |
| Salary Labor Grade: Open | Exempt/Non-Exempt: Hourly |

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| **Job Summary:** |
| Under the supervision of the Program Director, oversees budgets and clients daily attendance, and all functions related to purchases and payments; as well as the billing process, & office duties as assigned by the Program Director. |
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| **Basic Responsibilities for Job Title:** |
| 1. Provides excellent customer service at all times, to internal and external customers. 2. Assist the activity program, providing physical & occupational therapy maintenance program services. 3. Work together with the director on projected daily attendance throughout the month and submit projected monthly activity expenditure requests to Program Director for approval. 4. Coordinate all purchase requests with the Occupational Therapist, Physical Therapist, Nursing Supervisor and Activities Coordinator for supplies and equipment needed for the program. 5. Review all invoices and packing slips, including all consultant invoices and submit payment vouchers for vendors to accounts payable department. 6. Prepare & maintain records for petty cash and staff mileage reimbursement on monthly basis. 7. Coordinate and provide support with Treatment Authorization Requests and Individual Plan of Care. 8. Contact with Medi-Cal managed care plan offices or Medi-Cal office for any questions about TARs. 9. Assist every department with forms and give computer support to every department. 10. Assist participants on & off the transport bus or van. 11. Update monthly statistical summary report and send to the Department of Aging. 12. Prepare reports and other miscellaneous clerical tasks requested by director, MSW, and RN, including, but not limited to:   **a. Weekly statistical report (MSSR)**  **b. Monthly Attendance and Transportation Log/daily sign-in**  **c. Monthly Reassessment and Quarterly Listings**  **d. Correspondence**  **e. Take staff meeting notes/minutes, transcribe**  **g. Keep track and manage TARs**  **h. Send IPC to medical doctor’s office and mail out notices**  14. Ensure all paperwork related to initial assessment, monthly reassessment and quarterly are completed in a  timely manner using record keeping.  15. Administration of time keeping for ADHC staff and related personnel matters.  16. Submit claim reimbursement to the Department of Education on a monthly basis. CACFP  17. Verify Medi-Cal eligibility status on all current participants on a monthly basis. INTAKE  18. Maintain copies of Medi-Cal cards for all active participants. FRONT DESK  19. Provide and update attendance lists for all groups on daily basis. FRONT DESK  20. Monitor arrival and departure times assuring that all participants are in the facility for a minimum of four  hours. FRONT DESK  21. Enter participant attendance into Center’s software and billing system on a daily basis after all participants is accounted for. FRONT DESK  22. Enter new participants into billing system after all participants are accounted for.  23. Monitor monthly attendance records in participant’s charts on a monthly basis. FRONT DESK  24. Provide support to activities department with any special events & trips programmed for participants.  25. Provide technical support to the Administrator and the Program Director as needed.  27. Liaison for I.T. computer training, repair/maintenance, set up password, resolve computer problems, update  Computer software. Clean and back up computer system. |

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| **Basic Responsibilities for all Employees:** |
| 1. Works effectively and professionally as a team member.  2. Produces quality desired results in an efficient manner.  3. Recognizes and accepts responsibility for all parts of the job.  4. Demonstrates honesty and ethical behavior as an employee.  5. Arrives on time and meets daily commitments.  6. Participates in program/organization activities.  7. Communicates accurately and effectively.  8. Serves as an advocate for the health and wellness of individual patients, their families and the community.  9. Complies with organizational and departmental policies and procedures.  10. Performs other duties as assigned by the program director. |

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| **Skills and Abilities:** |
| 1. Ability to provide the above responsibilities in a timely manner 2. Bilingual preferred. 3. Ability to operate computer having knowledge of Microsoft Word, Excel, PowerPoint and Access. 4. *Good written skills, exhibit professional appearance and demeanor (will interact with clients and managed cares representatives.*) |

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| **Physical Requirements:** |
| 1. Positions requires - walking; standing; siting; possible stooping, bending; in an office-type environment.  2. Physical Fitness to deal with multiple projects simultaneously. |

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| **Education and Experience:** |
| 1. High School Diploma or G.E.D. equivalent  2. At least 2 years experience in office administration; experience working in a health care setting preferred. |

**Employee Acknowledgment**

My signature below acknowledges that my job description was reviewed with me and I understand my duties. Should I have any questions or need further clarification, I agree to contact my supervisor for guidance.

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Employee Name (PRINT) Employee Signature Date

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Program Director Signature Date