



**Easterseals Central Texas**  
**Administrative Assistant**  
**Name:** \_\_\_\_\_

Position Title:	<u>Administrative Assistant</u>	Dept:	<u>Early Childhood Intervention</u>
FLSA Status:	<u>Non-Exempt</u>	Classification:	<u>Business Function I</u>
Approval Date:	<u>June 11, 2019</u>	Revision Date:	<u>June 11, 2019</u>
Reports to:	<u>Sr. Director Early Childhood Intervention Services</u>	Credential:	<u>None</u>
Positions supervised:	<u>None</u>		

The Administrative Assistant reports directly to the Senior Director Early Childhood Intervention Services and as a member of the Early Childhood Intervention team is responsible for maintaining data entry, filing, mailings and record keeping. Also responsible for Quality Assurance assistance and back up for other Business Office Functions staff. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

**ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- 1 Answer phone calls by second ring.
- 2 Receive ECI referrals and complete associated data entry.
- 3 Maintain filing and update control logs.
- 4 Create new electronic folders consistent with model chart.
- 5 Create appropriate packet(s) for direct services staff including, but not limited to, intake packets.
- 6 Enter data into all relative databases, including by not limited to, CareVoyant and TKIDS.
- 7 Assist in completing monthly and special projects.
- 8 Complete data entry for monthly projects including, but not limited to, surveys and evaluations, attendance, monthly tracking of referrals, and status disposition.
- 9 Maintain and copy original forms and model chart.
- 10 Complete agency and staff requests for faxing, copying and mailing.
- 11 Communicate with physicians, and other community providers, to create, maintain and update child's records including, but not limited to, referrals and transfers.
- 12 Receive program staff's paperwork as needed. Process paperwork if appropriate.
- 13 Receive and distribute program mail as needed.
- 14 Keep folders secure.
- 15 Complete record retention consistent with agency policies.
- 16 Complies with exception reporting standards.
- 17 Complete record corrections as appropriate.
- 18 Attend staff meetings and in-services as assigned.
- 19 Sit on committees as assigned.
- 20 Back up for Revenue Cycle Functions colleagues as needed.
- 21 Other duties as assigned.

**MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE**

High School diploma or GED. Prefer course work or work experience related to office functions.

**KNOWLEDGE, SKILLS and ABILITIES**

- 1 Flexibility
- 2 Commitment to customer service
- 3 Systems and organizational skills
- 4 Ability to maintain positive colleague relationships
- 5 Ability to communicate effectively, verbally and in writing
- 6 Ability to manage time and resources
- 7 Demonstrated ability for proactive problem solving and imagination
- 8 Introductory software familiarity
- 9 Respect for the dignity of clients of the agency
- 10 Short and long term performance focus

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION [Self - explanatory]**

<p><b>Frequent Sitting</b></p> <p>____ 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ 3-4 hours a day</p> <p>____ 0 Hours a day</p>	<p><b>Exposure to extreme bright or inadequate lighting</b></p> <p>____ 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ 3-4 hours a day</p> <p>____ 0 Hours a day</p>	<p><b>Exposure to Contaminants</b></p> <p>____ X 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ 3-4 hours a day</p> <p>____ Hours a day</p>
<p><b>Standing/Stooping</b></p> <p>____ 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ 3-4 hours a day</p> <p>____ 8 Hours a day</p>	<p><b>Performing repetitive motions</b></p> <p>____ 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ X 3-4 hours a day</p> <p>____ Hours a day</p>	<p><b>Outdoors, Exposed to Weather</b></p> <p>____ X 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ 3-4 hours a day</p> <p>____ Hours a day</p>
<p><b>Lifting</b></p> <p>____ 10-20 lbs.</p> <p>____ 20-40 lbs.</p> <p>X 40-60 lbs.</p> <p>____ 60+ lbs.</p>	<p><b>Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)</b></p> <p>____ X 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ 3-4 hours a day</p> <p>____ Hours a day</p>	<p><b>Exposure to Hot/Cold Temps.(90 F+ or 32 F -)</b></p> <p>____ X 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ 3-4 hours a day</p> <p>____ Hours a day</p>
<p><b>Walking/Running</b></p> <p>X 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ 3-4 hours a day</p> <p>____ Hours a day</p>	<p><b>Exposure to Healthcare Bio-hazards (ie., disease &amp; illness)</b></p> <p>____ 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ 3-4 hours a day</p> <p>____ 0 Hours a day</p>	<p><b>Kneeling, Crouching, Stooping, or Crawling</b></p> <p>____ 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ X 3-4 hours a day</p> <p>____ Hours a day</p>
<p><b>Bending/Twisting</b></p> <p>____ 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ 3-4 hours a day</p> <p>____ 8 Hours a day</p>	<p><b>Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable</b></p> <p>____ 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ 3-4 hours a day</p> <p>____ 0 Hours a day</p>	<p><b>Must be able to lift 25 pounds; lifting and stretching</b></p> <p>____ 1-2 hours a day</p> <p>____ 2-3 hours a days</p> <p>____ X 3-4 hours a day</p> <p>____ Hours a day</p>

Vice President, HR & Org. Dev. \_\_\_\_\_ Approval Date: \_\_\_\_\_

I have received and reviewed this position description.

Position Occupant: \_\_\_\_\_ Approval Date: \_\_\_\_\_