

MountainHeart Community Services

Job Description

Job Title: Regional Administrative Assistant
Department: Child Care
Reports To: Program Director
FLSA Status: Non-Exempt
OSHA Category: Category 3

Summary: Under the direct supervision of the Program Director, this position provides administrative and secretarial support for the Program Director and department. In addition to typing, filing and scheduling, performs duties such as coordination of the purchasing process, financial reports, assists in processing timesheets and leave forms, coordination of meetings and conferences, makes travel arrangements, obtaining supplies, coordinating direct mailings, and working on special projects. Regional Administrative Assistant answers non-routine correspondence assembles highly confidential and sensitive information, and processes child care repayments. Deals with a diverse group of important external callers and visitors, as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload. Recommends changes in office practices to the Program Director.

Essential Duties and Responsibilities:

- Maintain communication with Child Care Resource and Referral staff in all offices
- Refer all suspected cases of child abuse and neglect DHHR
- Assists in packaging proposals
- Responsible for the purchase order process
- Review and maintain internal audit documentation
- Assists in compiling information for the child care resource and referral year-end report and narratives
- Tracking of leave
- Tracking of all program expenditures, including maintenance on all MountainHeart vehicles (by ID number), including cost
- Participation on the management team
- Transcribes and distributes minutes from meetings including but not limited to:
 - Supervisory meetings,
 - Professional Development Team meetings,
 - MountainHeart & DHHR quarterly meetings
 - Training Advisory Council meetings
- Responsible for tracking repayment information and submitting to DHHR
- Draft media releases and public service announcements for consumer education and recruitment
- Arrange for media events
- Maintain a log of media releases, contacts, and public service announcements
- Compile data from quality assurance measures (internal and external)

Prepared Date: October 9, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

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- Act as regional contact person for staff in matters concerning leave time, fiscal information, etc. to ensure consistency and congruity and to eliminate duplicate request for information from the fiscal office
- Act as regional contact person in flow of information scheme to ensure consistency and congruity with communications to staff from the Program Director
- Attend events (legislative receptions, etc.) as a representative of MountainHeart
- Responsible for making travel arrangements for all Region V MountainHeart staff
- Linking with fiscal office regarding new hire issues (CIB, paperwork, etc.)
- Available for out-of-area travel and training
- Maintain confidentiality
- Actively pursue and participate in on-going staff development opportunities
- Perform any and all duties as assigned

Supervisory Responsibilities:

This position does not have supervisory responsibility.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Excellent telephone and communication skills. Ability to operate office equipment. Must have good memory and listening skills. Good management, problem solving, and organizational skills required. Maintain confidentiality.

Education and/or Experience:

This position requires a Bachelor's degree in Business Management or related field from an accredited college.

Must have valid driver's license. APS/CPS check and a clear criminal background check with no charges related to child abuse and neglect, domestic violence, or drug charges. Be bondable. Experience in tracking budgets and use of spreadsheets.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the general public. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 50 pounds.

Travel is required.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date