

Department: Union County Alcohol and Drug Abuse

FLSA: Non-Exempt, Part Time not to exceed 28 hours per week

Position Title: Administrative Assistant

Supervisor: Executive Director

Minimum Qualifications: High School Diploma, Associate degree or Bachelor's degree in secretarial or its equivalent in education or experience with a minimum of two (2) years' experience in office management.

General Summary and Major Functions:

The position of Administrative Assistant shall provide a full spectrum of administrative services to clients and visitors. The major functions of the Administrative Assistant is to provide appropriate information and perform general administrative duties such as providing information on access of services, security of client information, client account management, and effective communication skills with staff, clients, and the general public. Chain of command for Administrative Assistant is to as follows: Executive Director first. If the Executive Director is not available, then the Treatment Director is to be notified. If the Executive Director or the Treatment Director is not available, then the Financial Coordinator is to be notified. Failure to follow chain of command will lead to disciplinary actions.

Essential Duties and Responsibilities

-
- ***Customer Relations***
 - Demonstrate knowledge and understanding of organizational services / resources information.
 - Communicate services / resources information to clients, staff, and the public.
 - Demonstrate professional, courteous, and respectful interactions when assisting with screening calls, walk-ins, and directing them to appropriate clinician.
 - Demonstrate professional and courteous interactions when answering the telephone, taking messages, or transferring calls to staff.
 - Scheduling appointments for All assessments and for clinicians when needed.
 - Conduct intake services on clients as directed.
 - Performs drug screens on clients and other referral sources as directed.

- **Carelogic**

- Demonstrate knowledge and understanding of the management information system.
- Provides backup and enters data into the EHR reporting system.
- Complete Behavioral Health Screenings.
- Enter ADSAP enrollments / terminations.
- Provides group rosters for clinicians as needed.
- Check front desk screen daily.

- **Payments and Collections**

- Manage payments and collections according to established protocol (collecting fees and writing receipts).
- Post charges and payments into the EHR system.
- Prepare weekly cash sheet report.

- **Clerical**

- Performs secretarial functions for Executive Director and Staff as needed.
- Prepares monthly batching reports for voter's registration.
- Type and distributes in-house monthly reports (i.e.: Monthly staff meetings, Admission / Discharge Data)
- Conduct Outcome Surveys.
- Check emails daily.
- Monitor and update Policy and Procedures with Executive Director as needed.

- **Other Responsibilities / Peripheral Duties**

- Participate in all staff meetings and records minutes.
- Serves on other agency committees as deemed necessary.
- Attend required quarterly meetings related to job responsibility.
- Attend all trainings as required to perform job duties.
- Monitor Community Services Workers.
- Work on and develop website for agency.
- Maintain Facebook page, featuring each program on a Bi-Weekly basis.
- Work on Billboard and Newspaper ads for agency.

Additional Assignments:

Performs additional tasks customary to the role of Administrative Assistance as designated by the Executive Director and immediate supervisor.

Evaluation:

To be completed annually by the Executive Director.

Hours of Operation and Work Environment:

Part-Time employees are required to work 28 hours weekly. Schedules may vary. The work environment characteristics should be one representative of the highest professional standards and ethics.

Comments:

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Union County is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex or handicapped status in the provisions of its programs, services, employment and personnel practices in keeping with section 504 of the Rehabilitation Act of 1973 as amended