JOB DESCRIPTION

POSITION: Administrative Assistant
REPORTS TO: Behavioral/Mental Health Services Director
DEPARTMENT: Behavioral, Educational and Family Support Services Division
TIME/STATUS: Full-time, Regular, Non-Exempt
BENEFITS: Full
UNION: No

POSITION SUMMARY
Under the direct supervision of the Director of Behavioral Health Services the Administrative Assistant is the lead administrative support for the Behavioral Health Services and its programs. This dynamic role requires an individual who demonstrates a professional demeanor at all times, with particular strengths in confidentiality and ethical response in all interactions. The Administrative Assistant responds to everyday requests from designated Management personnel, while maintaining a strong administrative grasp of on-going tasks related to the general operations of the Behavioral Health Services division and staff. The position strikes a balance between clerical/administrative excellence and the ability to act with diplomacy, tact, and ethics in a community-based setting.

DUTIES AND RESPONSIBILITIES

1. Performs day-to-day administrative functions and general office duties including but not limited to word processing, copying, filing, and data entry.

2. Attends, records and prepares minutes of all Behavioral Health Services meetings. Makes arrangements and prepares, or supervises preparation of, necessary materials for meetings at request of Behavioral Health Services Director and other management staff.

3. Responsible for the day-to-day back-up operation of the Center's telephone console, wherein the AA answers, screens, and routes calls to appropriate staff.

4. Maintain, account and prepare reports regarding the disbursement of petty cash funds and incentive certificates for programs.

5. Assists in research and compiling of grants to include typing statistical tables, demographic tables, budget formats, and compliance checks.

6. Receives, opens, and clears and distributes the center business mail. Copies, files and distributes originals and copies of agency in-coming correspondence from funding sources, etc., and maintains subject and chronological files of correspondence in-coming and out-going.

7. Compiles, types, reproduces, and distributes data for weekly/monthly/quarterly/annual reports.

8. Orders supplies according to established TVHC, Inc. procedures, receives all merchandise and compares order with purchase order for correctness, maintains file of purchase orders, processes invoices for payment, maintains control logs and coding system as requested by the Behavioral Health Services Director.

9. Maintain the program forms catalogue, ensuring sufficient copies of all forms, books and policies and procedures, including health education materials.
10. Develop and maintain program files, including closed cases in accordance with funding standards and directives.

11. Responsible for data entry of all EPSDT Mental Health billing services into County ACBHCS Insyst System.

12. Performs chart audits and progress notes audit functions in compliance with Agency, County, State and Federal standards and as directed by the Behavioral Health Services Director and in conjunction with the Accounting and Billing Departments.

13. Serve as back-up support to the Family Support Services Department as needed.

14. Verifies Medi-Cal eligibility and assists patients/clients with Medi-Cal eligibility paperwork and application process when needed.

15. Ability to meet or exceed Service Excellence Standards of TVHC, Inc.

16. Performs other related duties as required.

QUALIFICATIONS

1. Understands the importance of maintaining confidentiality; able to maintain confidentiality.
2. Bilingual, English / Spanish, required.
3. High degree of tact and diplomacy.
4. Excellent verbal communication skills; written skills adequate to produce draft basic business letters and accurately word process documents for professional and management staff.
5. Minimum 50 wpm typing speed.
6. Valid California driver's license; car and valid automobile insurance.
7. Highly flexible; able to accommodate changing needs of management / administration.
8. Good time management skills.

EDUCATION AND EXPERIENCE

1. AA degree in business administration or related field from an accredited institution or equivalent.
2. Min. two years previous office experience, in secretarial / administrative assistant capacity.
3. Intermediate or advanced computer skills; experience using MS Word, Excel, and PowerPoint preferred.
4. Experience working with Non-Profit agencies helpful, but not required.

APPROVED____________________________     DATE___________________
Chief Executive Officer

APPROVED_____________________________    DATE____________________
Board of Directors

I have read the above job description and agree to perform the responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required of personnel as classified.

__________________________________________  Date_____________________
Employee Signature

__________________________________________
Print Name