

JOB TITLE:

Administrative Assistant

JOB SUMMARY:

This position is responsible for assisting the Manager in the day-to-day operations of the Community. Must work closely with the Manager as a strong team player. Regular office hours will be from 8:00 AM – 5:00 PM, Mon.- Fri, or as scheduled by the Manager.

ACCOUNTABILITY:

Manager

DUTIES AND RESPONSIBILITIES:

- Assist with new-hire paperwork, orientation, and training.
- Prepare monthly billing, send out, collect rents and send rent roll to Manger for approval.
- Must obtain and maintain a chauffeur’s license within 30 days of hire.
- Prepare payroll for Manager’s approval.
- Assist with the training of each new employee by showing videos and putting together new employee packets.
- Welcome and guide visitors to the appropriate party they are there to see.
- Type the monthly newsletter and send out to residents and families.
- Complete resident incident log.
- Prompt and courteous response in answering incoming telephone calls and route messages.
- Comply with all regulations as they apply to assisted living certification.
- Familiarize self with all positions in the Community.
- Use personal protective equipment, when appropriate.
- Be sure the phone is answered in times of your absence.
- Compliance with budget.
- Complete Blueprint Form and give tours, as needed.
- Assist in orientation of new residents.
- Attend bi-weekly in-services and meetings.
- Sort and distribute mail.
- Respond to smoke and fire alarm systems.
- Be a part of the safety team.
- Attend all mandatory meetings.
- Be a team player and perform various other duties, as requested by the Manager.
- Uphold confidentiality and Health Insurance and Portability and Accountability Act (HIPAA) regulations.
- Comply with all state regulations as they apply to assisted living certification.
- Write up work orders when maintenance needs arise.
- Comply with all the Community policies.
- Fill in, when needed.

CONTACTS:

Manager

Coordinators

Prospects

Co-workers

Residents and family members
Barber/Beauty Operators

Volunteers
Inspectors from state and local departments

REQUIRED SKILLS AND ABILITIES:

- Outstanding interpersonal and communication skills
- Proven organizational skills
- Listening skills
- Positive image
- Decision making and goal setting abilities
- Commitment to the elderly and their well-being
- Supervision and problem solving skills
- Able to be a strong member of a solid team.
- Computer literate (Word/Excel)
- Will be on the computer for extended periods of time
- Able to assist or lift up to 40 lbs

REQUIRED EDUCATION AND/OR TRAINING:

- High school graduate or GED
- AA degree in Office Administration
- Computer skills Word, Excel, Access, Power Point, and internet

PREFERRED EXPERIENCE:

- 1-2 years experience in an office
- Experience working with the elderly

POSITION REQUIREMENTS:

- May be sitting at a computer or desk for long periods of time
- Professional appearance and demeanor

On this ____ (day) of _____ (month), ____ (year), I have received, and discussed with my Supervisor, a copy of this Job Description.

I understand this is NOT a contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

All job descriptions are subject to change based on business needs.