

Apostolic Christian LifePoints

Job Description

Position:	Group Home Administrative Assistant
Facility:	ICF/DD-16 and CILA Homes
Department:	Administrative
Reports to:	Group Home Administrator and/or Group Home Director
Supervises:	None

Scope of Position: The primary purpose of your job position is to perform assigned administrative duties in accordance with established procedures, and as directed by your supervisor to assure that a successful, viable, Administrative program is maintained at all times.

Qualifications:

1. Ability to read, write and speak the English language
2. Must be a minimum of eighteen (18) years of age
3. Must possess, as a minimum, a high school diploma or its equivalent
4. Must function independently, demonstrate personal integrity and have the ability to work effectively with clients, administrative personnel, consultants, vendors, and others

Core Expectations:

1. Meet agency expectations for attendance, dress code, and working cooperatively with other employees
2. Follow safety requirements for agency and department
3. Respect rights and dignity of residents
4. Retrieve and record data in the electronic charting system
5. Perform job functions with accuracy and dependability
6. Show initiative in fulfilling the ACLP vision in all aspects of the job

Job Responsibilities:

1. Follow policies and procedures that govern the day to day functions of the Group Homes
2. Participate in surveys (inspections) made by authorized government agencies as requested
3. Maintain a working knowledge of federal, state, and other regulatory bodies as well as professional standards
4. Interpret the facility policies and procedures to employees, residents, family members, visitors, government agencies, and others as necessary
5. Assist in routine inspections of the facilities and complete follow-up as requested
6. Gather, produce, and maintain documentation in a professional and descriptive manner as appropriate as delegated
7. Report problems to your supervisor and assist in the development of corrective action
8. Make recommendations to your supervisor regarding supply and equipment needs
9. Assist in standardizing the methods in which work is accomplished
10. Coordinate with other departments to ensure continuity of the residents' total regimen of care
11. If a resident is in need of daily living care, seek assistance on the individual's behalf

12. Operate telephone/paging system as required
13. Receive inquiries and release information in accordance with established policies and procedures
14. Give directions and information to visitors, guests, residents, sales reps, etc without violating privacy and confidentiality standards of the agency
15. Report suspicious persons/information to supervisor immediately
16. Ensure guests/visitors abide by existing rules and refuse admission to persons as directed
17. Operate copier, computer and other office machines safely

Other Responsibilities:

1. Focus on meeting customer needs (staff, residents, families)
2. Support the vision, mission and agency values in working with others which the agency has a relationship
3. Respect and follow all resident rights guidelines
4. Report any violations of resident rights to appropriate human rights staff
5. Maintain a positive, caring attitude throughout the workday
6. Use a team approach and help others
7. Display effective communication skills through proper interaction with residents, families and co-workers
8. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
9. Report for work every scheduled day, on time and follow rules for the time clock
10. Respond to staffing needs of the department including calls for help when short staffed
11. Participate in department meetings and maintain appropriate number of in-service hours
12. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
13. Maintain confidentiality of all resident information to assure resident rights are protected

Physical and Sensory Requirements:

The physical demands described 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.

1. Must be able to bend, stoop, and move intermittently throughout workday
2. Must possess stamina to spend much of the workday standing or moving around
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Must possess emotional stability to work respectfully and harmoniously with clients and other staff
5. Must be able to use a computer, phone, etc. as required
6. May be required to lift, push, pull or move equipment, supplies, and others in excess of 25 pounds

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Job Description Review

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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (print): _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____