

## Administrative Assistant – Voc Rehab

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| <b>Position Title:</b> | <b>Administrative Assistant – Voc Rehab</b> |
| <b>Contract Term:</b>  | <b>12-month position</b>                    |
| <b>Accountable To:</b> | <b>Voc Rehab Director</b>                   |
| <b>Salary:</b>         | <b>\$42,624 - \$46,278 annual</b>           |

**Summary of Position:** The Administrative Assistant provides assistance to the Voc Rehab clients and staff. Requires strict confidentiality in all correspondence, record keeping, reports, requisitions, names and discussions regarding clients. Office duties include coordinating and collaborating with the Project Director and Counselors to complete case files.

### **JOB CHARACTERISTICS:**

**Nature of Work:** Office setting for most duties. Greets clients to determine disability for referral purposes. Tact is required as well as confidentiality. Must be attentive to detail within the assigned duties and have good professional working relationships with TMC personnel.

**Personal Contacts:** Interaction with clients and Voc Rehab staff on a daily basis.

**Supervision Received:** Project Director provides supervision as needed.

### **RESPONSIBILITIES:**

- Assists in writing and typing a variety of material including forms, correspondence, records, reports, client folds and eligibility documents.
- Processing PR's for clients and staff.
- Make travel arrangements for staff.
- Assist in creating and ordering project forms.
- Ordering supplies.
- Arrange client diagnostics and services.
- Answer phone and convey messages.
- Pick up and deliver mail.
- Maintenance of the Voc Rehab client database, which includes entering files, collecting data and compiling reports for federal reporting.
- Assists program participants in filling out application forms, release of information, etc.
- Distributes Voc Rehab recruitment material.
- Assists the Director with typing reports, grant reviews and program objectives.
- Entry and update of client files into database required for federal reporting.
- Operates office equipment.
- Types time sheets and correspondence for clients for on the job training.
- Purge files for unnecessary information.
- Must maintain client confidentiality.
- Attend all scheduled college functions and meetings as required.
- Serve on college committees as appointed.
- Performs other duties as required.

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### **JOB REQUIREMENTS:**

#### **Knowledge:**

- Operations of an efficient office management system.
- Filing systems and basic office operations including internet, email, and word processing.
- Medical terminology helpful.

#### **Skills:**

- Experience in database input and retrieval.

#### **Abilities:**

- Possess good customer service skills, be able to listen without being judgmental.
- Perform multiple tasks.
- Operate all types of technology.
- Operate computer applications.
- Communicate effectively orally and in writing.

### **REQUIRED QUALIFICATIONS:**

- Associate degree in Administrative Assistant field with 1 year office experience; OR
- Equivalent office work experience.
- Must be able to occasionally work nights and weekends to ensure special projects are completed.

Reviewed: 2/21, 4/26

Revised: 3/22