

ARISE

Job Description

Job Title: Community Habilitation Administrative Assistant, Grade 3
Reports to: Manager of Community Services
FLSA Status/Schedule: Non-Exempt; 37.5 hours per week
Location: Syracuse 4 days a week, Oneida 1 day a week

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Job Summary:

The Community Habilitation Program Administrative Assistant provides support to the Habilitation Coordinators in a variety of ways, allowing them to focus on continuous quality improvement of service delivery.

Qualifications:

- High school diploma or equivalent; Associates degree preferred
- One year of administrative assistant experience
- Demonstrated attention to detail
- Demonstrated computer proficiency; ability to learn new software
- Excellent verbal and written communications skills
- Proven ability to operate fax, scanner, other office equipment
- Physical requirements include ability to stoop, kneel and lift up to twenty pounds (to file and maintain records, binders)
- Clean driver license and registered, inspected, insured and reliable transportation
- Successful completion of pre-employment screenings, including criminal history background check as directed by funder (OPWDD Criminal Background Checks)

Essential Functions:

- Maintain and file all program participants' records per Medicaid and programmatic regulatory requirements
- Conduct internal file audits, request, obtain and file required documentation
- Record and track billing documentation submitted by CH Coordinators, verifying completion
- Submit weekly billing with coordinator's prior approval
- Close out individuals' files and prepare records for off-site storage
- Copy monthly summaries into the designated database for individuals served
- Assist coordinators with photocopying, mailings, creating and updating forms, and other administrative duties, as needed
- Participate in agency and departmental meetings
- Maintain professional conduct / detachment from personal involvement with individual(s) and / or their family members
- Provide coverage for the ARISE Madison County office one day each week
- Implement ARISE's compliance program and the Employee Code of Conduct as required
- Uphold policies and procedures
- Exercise sound judgment as a matter of course and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies

- Other duties as assigned

Benefits:

- Generous paid time off includes:
 - 12 holidays
 - 20 Earned Time Off days in years 1 & 2; increases to 25 ETO days after 2 years
- Participation in the 401(k) plan can start as soon as the first of the calendar quarter following date of hire; employer match after one year includes 100% vesting immediately
- Very affordable, comprehensive group medical insurance coverage, as well as dental and vision coverage
- Flexible spending arrangement (medical / dependent care)
- Free life insurance and long term disability coverage
- Free / Confidential Employee Assistance Program
- Option to enroll in voluntary benefit plans at annual open enrollment