

**HUMBOLDT SENIOR RESOURCE CENTER**  
**Job Description**

**JOB TITLE:** Administrative Assistant  
**DEPARTMENT:** Adult Day Health  
**REPORTS TO:** Director of Adult Day Health Care  
**FLSA STATUS:** Non-Exempt/Hourly  
**APPROVED:** **June 2021**

---

**JOB SUMMARY:** Responsible for the timeliness, accuracy, and completeness of all contracts, documentation, and reports required by various contracts and regulations as well as accurate and timely submission of Individual Plans of Care (IPCs) and treatment authorization requests (TAR). Ensures timely and accurate billing for program services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintains a working knowledge of and compliance with Title 22 regulations pertaining to the administration of Adult Day Health Care – Community Based Adult Services (CBAS). Navigates and maintains administrative compliance of the California Department of Aging, Department of Public Health Services, Child and Adult Food Program, Partnership HealthPlan of California Managed Care Plan, and Area 1 Agency on Aging regulations and requirements.
2. Acts as the confidential assistant to the Director of Adult Day Health Care.
3. Assists the Program Director in gathering and auditing timesheets.
4. Prepares correspondence, reports, memos, and other documents as requested and maintains necessary files for program administration.
5. Files participant health records into the Electronic Health Record and performs chart audits to ensure timely and complete documentation is maintained for each program participant.
6. Provides necessary program and participant data to the Program Director, Adult Day Health team members, and upon request from all applicable regulatory and funding agencies. Provides information to various agency departments as requested, to assist with any program-related audits.
7. Maintains records for the program, staff licensing, and CPR and first aid renewals.
8. Prepares and maintains all legal contracts, required attachments (license, insurance, etc.), and correspondence related to consultants and other contracts required by regulations, updating as needed or required.
9. Assists Program Director in completing annual applications for licensure, Medi-Cal certification, and the CACFP by filing documentation with appropriate State departments in a timely manner.
10. Assists the enrollment team with scheduling assessments for Multidisciplinary Team and ensuring documents are in order to complete timely enrollments.
11. Interacts with Finance department to ensure billing information for program services is received and accurate.
12. Responsible for the submission of Individual Plans of Care (IPCs) to the physician for signature, tracking the status of the IPCs, and submission to Partnership HealthPlan of California for Treatment Authorization Requests (TARs).
13. Provides petty cash to program staff, as requested, code receipts, and writes and submits request for reimbursement to Finance department.

14. Prepares regular and timely reports to California Department of Aging, Department of Public Health, Child and Adult Care Food Program, CACFP, and Veteran Affairs as required by regulations.
15. Maintains program office systems and office supply inventory.
16. Completes ordering of program supplies as requested by the Program Director, Activity Supervisor, and other program staff.
17. Participates in the process of teaching, training, and mentoring student interns, and volunteers working within the program area.
18. Acts in a manner consistent with agency values.
19. Other duties as assigned.

**EDUCATION &/or EXPERIENCE:**

1. Two (2) years of progressive office administration experience, or an equivalent combination of education and experience related to office administration. Administrative experience in health care or social services desired.
2. Experience with Medi-Cal billing systems and Treatment Authorization Requests highly desired.

**LICENSES OR CERTIFICATES:**

1. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements that can be used for the applicable job functions noted above.

**PRE-SCREENING REQUIREMENTS:**

1. Requires clearance of a DOJ and FBI criminal history background check.

**JOB SKILLS:**

1. Possess customer service experience, skills, and abilities necessary to work and communicate with diverse frail and/or elderly populations, employees, family members, providers, visitors, caregivers, the general public, and to interact and maintain relationships with other program stakeholders in a friendly, courteous and professional manner.
2. Excellent interpersonal and social interactions that demonstrate ability to work well as part of a team and contribute to effective work relationships.
3. Ability to maintain a positive attitude and balance in relationships with others in complex interpersonal situations.
4. Ability to work independently, with minimal supervision, and with a Multidisciplinary Team.
5. Good judgment, resourcefulness, flexibility, and problem-solving skills.
6. Ability to work in a constantly changing environment with individuals of various backgrounds and abilities.
7. Ability to perform a variety of tasks in a timely manner; strong organization and time management skills.
8. Ability to complete duties within an agreed upon time frame and to remain flexible to changes in daily job tasks, priorities, and/or workload.
9. Demonstrates sound verbal and written communication skills to convey information effectively.
10. Ability to collect and analyze program data and to incorporate an understanding of detailed requirements into work activities.
11. Ability to keep immediate and surrounding work area neat and organized in a manner consistent with a professional administrative environment.

12. Ability to maintain excellent attendance and punctuality records.
13. Proficiency in Microsoft Office, including Word, Excel, PowerPoint, Outlook, and relevant computer programs and software (e.g. electronic health record software).

**SUPERVISORY REQUIREMENTS:**

1. This position has no supervisory requirements.

**PHYSICAL REQUIREMENTS:**

1. Ability to sit at a desk and interact with a computer screen for extended periods of time.
2. Hand and arm strength sufficient to operate a keyboard for several hours each day.
3. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

**ANALYSIS OF PHYSICAL DEMANDS:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b><i>Lifting/Carrying</i></b>						<b><i>Twisting/Turning</i></b>					
Under 10 lbs.			X			Reach over shoulder		X			
11-20 lbs.			X			Reach over head		X			
21-50 lbs.		X				Reach outward			X		
51-100 lbs.	X					Climb		X			
Over 100 lbs.	X					Crawl		X			
						Kneel		X			
<b><i>Pushing/Pulling</i></b>						Squat		X			
Under 10 lbs.			X			Sit				X	
11-20 lbs.			X			Walk-Normal Surfaces			X		
21-50 lbs.		X				Walk-Uneven Surfaces			X		
51-100 lbs.		X				Walk-Slippery Surfaces		X			
Over 100 lbs.	X					Stand			X		
<b><i>Other</i></b>						<b><i>Driving</i></b>		X			
Keyboard/Ten Key					X						
Fingering (Fine dexterity)				X							
Handling (grasping, holding)				X							
Repetitive Motion-Hands				X							
Repetitive Motion-Feet		X									

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of*

*employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date