

CAREER OPPORTUNITY



Title: Guardianship Administrative Specialist

Hours: Full time (37.5 hours, non-exempt)

Brief Description:

Provide support services to Life Essentials Programs, including record management, office coordination, maintaining individual records, and assisting with tracking of individuals who are enrolled in Guardianship services and Chums. Assist with health and wellness checks as needed. Assist with record keeping, billing and monitoring of different funding sources. This person must also be able to work with people from a wide range of social, cultural, and religious backgrounds and maintain strict confidentiality.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

- Contemporary computer knowledge, especially in Microsoft Word, e-Guardianship and Excel
- Ability to interact with a large variety of people in a professional manner
- Ability to organize and prioritize work and execute it efficiently and accurately
- Ability to handle confidential information appropriately
- Ability to bookkeep, bill and monitor funding sources
- Ability to track referrals
- Ability to investigate finances, resources, and family of potential clients
- Customer service
- Data management
- Ability to adhere to agency policies and procedures within a Catholic social service
- Familiarity with regulations/laws regarding Guardianship of the Person

Minimum Requirements:

- High School Diploma or GED required; post-secondary education preferred
- At least one year of work experience in bookkeeping, business, public relations preferred
- Knowledge of Word, Excel, or comparable computer skills
- Experience with electronic record databases and data entry
- Effective written and oral communication skills
- Demonstrated ability to collect client data and provide written reports
- Ability to work with diverse populations such as mental health, DD, and aging
- Knowledge of crisis intervention
- Available for assignment between the hours of 8am to 5pm
- Valid Ohio driver's license and access to dependable transportation
- Ability to work as a team player
- Commitment to CSSMV's mission and goals

*Interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Ave., Dayton OH 45402
or e-mail to jobs@cssmv.org or fax to 937.222.6750*