

CAREER OPPORTUNITY



Title: Guardianship Administrative Specialist

Hours: Part-Time, Non-Exempt

Brief Description:

The purpose of the Guardianship Administrative Specialist is to provide support services to Life Essentials Program, including record management, office coordination, maintaining individual records, and assisting with tracking of individuals who are enrolled in Guardianship services. This person must be able to work with people from a wide range of social, cultural, and religious backgrounds and maintain strict confidentiality.

ESSENTIAL FUNCTIONS OF THE POSITION: Constitute the major responsibilities for anyone serving in this capacity

- I. Key Responsibility Area: Administrative Support (90%)**
 1. Clerical duties as requested by Life Essentials Program Manager and/or Supervisor.
 2. Responsible for taking meeting-minute notes.
 3. Telephone answered in 3 rings majority of the time, in a professional manner and transferred if needed.
 4. Ability to provide information, answer questions, and respond to requests from staff/outside agencies.
 5. Ability to track referrals.
 6. Ability to manage mail/fax/email communications.
 7. Maintain filing system, employee list, and office inventory.
 8. Ability to investigate finances, resources, and family of potential clients.
 9. Ability to organize and prioritize work and execute it effectively and accurately.
 10. Ensure client information is handled in a confidential manner.

- II. Key Responsibility Area: Professional Development, Collaboration, Public Relations (10%)**
 1. Maintain positive working relationships with providers, informal support, providers, community agencies, and medical professionals.
 2. Attend regular meetings with Northern Counties and other meetings as requested/needed.
 3. Contribute to the realization of agency mission and objectives, including meeting professional standards of practice and acting as ambassador for the agency.

Minimum Education, Knowledge and Experience:

- High School Diploma or GED required, post-secondary education preferred.
- One year's experience in bookkeeping, business, and clerical, preferred.
- Knowledge of Word, Excel, or comparable computer skills.
- Experience with electronic record databases and data entry.
- Effective written and oral communication skills.
- Ability to work with diverse populations such as mental health, ID, and aging.
- Valid Ohio driver's license, access to dependable transportation.

- Ability to work as a team player.
- Commitment to CSSMV's mission and goals.

*All 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 222-6750*