



**HALE 'ŌPIO KAUA'I**

**HALE 'OPIO KAUA'I, INC**

**Job Description**

**JOB TITLE:** Administrative Assistant  
**PROGRAM:** Community Programs  
**REPORTS TO:** Community Programs Director  
**TYPE OF POSITION:** Non-Exempt

**APPROVED BY:** \_\_\_\_\_ **DATE:** 7/27/18  
**Executive Director**

**SUPERCEDES JOB DESCRIPTION DATED: 9/17**

**I. JOB SUMMARY:** Under the supervision of the Community Programs Director and in keeping with the mission and values of the organization, organizes and support in the administrative functions of the department including consumer billing, credentialing, chart management, program support, etc.

**II. QUALIFICATION REQUIREMENTS:**

**Skills/Knowledge:** Proficient in MS Office and communications technology. Knowledge of non-profit human resources preferred.

**Education/Training:** AA in business with updated training in office service functions preferred but not required.

**Experience:** One year of experience in a clerical position, preferably a social services agency.

**III. ESSENTIAL JOB FUNCTIONS:**

- Maintains consumer and professional parent confidentiality on all levels.
- Demonstrates acceptance and implementation of the organization philosophy of family centered, strengths-based, youth-driven collaborative services.
- Serve as a primary clerical support to Community Programs Director
- Performs clerical tasks as directed to include; typing, filling, data entry and photocopying.
- Develops, organizes and maintains Community Programs documents and records to include client/participant records.
- Assists with the coordination of agency and department special events, activities as directed by Community Programs Director and Executive Director.
- Assists with Program data entry and filing to include: program participation, pre and post assessments, Consumer Satisfaction survey, and 3-6 month follow-up surveys of all program participants.

- Assist Community Programs Director to coordinate and report on programs and services.
- Assist Community Programs Director with creating, collating, and assembling required documents.
- Collect, file, and maintain required client/participant and program documentation.
- Assist Community Programs Director with maintaining linkages with agencies and constituencies to ensure effective communication and community collaboration.
- Demonstrates ability to work independently and proactively.
- Attends trainings and meetings as required.

#### **IV. OTHER JOB FUNCTIONS:**

- Performs other tasks as assigned by the Community Programs Director and/or Executive Director.

#### **IV. WORKING CONDITIONS:**

**Environment:** Air-conditioned office setting with little or no exposure to extremes of heat, noise or health hazards; occasional meeting facility or conference setting. Off-island travel may be required.

**Equipment Use:** Telephone, and all standard office equipment, and passenger vehicle.

**Work Hours:** Flexible hours. Work schedule to be established with Community Programs Director. Flexibility required. May require weekend and evening hours.

- VI. PHYSICAL DEMANDS:** Must be able to perform job duties at a computer/desk for long periods of time; able to lift, carry, push or pull up to 30 pounds and infrequently up to 50 pounds.

- VII. MENTAL DEMANDS:** Frequent work under pressure, or deadlines, attention to detail, frequent decision-making, and use of judgment and discretion. Ability to prioritize and manage multiple tasks and a changing workload. Ability to work effectively in a high-traffic area.

- VIII. COMMUNICATION DEMANDS:** Frequent reading and writing required; requires ability to interpret written and oral needs/requests of others; must work collaboratively as a member of a team; must relate well with and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, and educational diversity of colleagues and consumers.

- IX. OTHER:** Must have access to a vehicle, and if driving, must have a valid driver's license, safe and responsible driving record, current no-fault auto insurance, with a minimum of \$100,000.00 bodily injury liability coverage.

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title Administrative Assistant (Community Programs) and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee's Acknowledgment \_\_\_\_\_ Date \_\_\_\_\_