



Job Posting

Posted: 7/1/2019 – Closing Date: Until Positions are Filled

Job Title: Administrative Assistant
Department: Southeastern and Central Pennsylvania Program Services
Reports To: Residential Director, Southeastern and Central Pennsylvania
FLSA/Internal Code: Non-Exempt, Full Time Position / L4; **Anticipated Salary Range:** \$ 18.00 - \$ 20.00 per hour
Qualifications: Minimum qualifications include:

- Associates and/or Bachelor's Degree preferred in Business Administration. Five years minimum work experience providing administrative and project support to multiple principals. Strong administrative skills to support the Managing Director, Residential Director, Associate Residential Directors, Operations Director, Sr./Program Specialists, Sr/Team Facilitators and other administrative/professional staff. Work experience in an industry that supports individuals with intellectual and developmental disabilities is preferred to understand the work of the principals supported in this position;
- Able to respond to inquiries regarding Program Services. Ability to draft (when requested) and assist in the completion of correspondence and documents to internal and external audiences. Individuals with intellectual and developmental disabilities and demonstrating job skills to secure and retain employment is preferred;
- Ability to manage office projects, support Committees and oversee the daily operation of the Southeastern and Central Pennsylvania Residential Programs. Ability to coordinate all office related projects which include supplies, telephones, file maintenance and other projects;
- Professional presence and presentation skills to assist management in the completion of projects, interface with employees, internal departments, regulatory agencies, guardians, consumers and other customers (both internal and external) to support their needs;
- Excellent organizational and computer skills. Demonstrated proficiency in the use and application of Microsoft Office. Ability to prepare and respond to correspondence, documents, inquiries, schedule appointments, prepare work plans and other administrative functions to support the daily operation of the department as well as the Residential Teams;
- Provides support (under the direction of the Residential Director and Managing Director) in preparing for, executing and responding to regulatory compliance for and with the State of Pennsylvania (6400 Regulations, ODP and OPSA). Position is the primary contact with the State of Pennsylvania for sending notices of licensure, requesting survey (licensure) documentation, responding to and submitting licensure inquiries, preparing Plans of Corrections and Action Plans. The Administrative Assistant is the primary point person for all administrative correspondence response and must demonstrate the ability to meet all project deadlines and ensure that all principals and support departments adhere to same in order to ensure licensing renewal for all programs throughout Southeastern and Central PA ;
- Excellent presentation, interpersonal, problem solving and communications skills. Ability to work independently and as part of a team;
- Supports the ongoing initiatives of Residential which includes Admissions, Referrals, Safety, Risk Management, and Recruitment Goals;
- Ability to meet both the physical and essential requirements of the position as outlined in job description.

Summary of Responsibilities:

The successful candidate will have formal training or education along with 5+ years of administrative support work experience. The incumbent will have experience working with (and to support) individuals with various disabilities, dual diagnosis, have knowledge of Community Social Services or Residential Programs supporting individuals (adults and/or children) with disabilities.

This position will coordinate all related activities associated with the daily operation of the Administrative Office of Southeastern and Central Pennsylvania Residential Programs. The incumbent is the primary support person to respond to and transmit all licensing requests and Plans of Correction. The position supports and ensures that interview packets are submitted for interviewing and onboarding of potential new hires. The position schedules all Program meetings and ensures that agendas and minutes are prepared and distributed. As this is a critical administrative support position, the incumbent provides support to the principals and assist with all duties as assigned.

External candidates interested in applying for positions will need to forward a resume and letter of interest to Human Resources at recruit@ciinc.org or call 610-328-9008. Internal applicants (employees) should complete an Internal Transfer Request and forward it to the Human Resources Department. Forms can be located on the web site. Log onto <http://www.communityinteractions.org>. Click on the drop down button titled Employment to access and complete a Transfer Request Form.

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We are an Equal Opportunity Employer and participate in the Drug Free Workplace Act