

Job Summary:

Perform a wide variety of general and special duties and to assist in any of several areas of administration.

Essential Functions:

- Perform a wide variety of typing, keyboarding, specialized and/or general clerical duties.
- Undertake and complete a variety of projects requiring minimal supervision, initiative, and confidentiality.
- Perform a variety of supportive office functions including receiving, sorting, and distributing incoming and outgoing
- Correspondence and phone calls.
- Takes/transcribes minutes of meetings for the purpose of maintaining accurate records and information, and when
- appropriate, compliance with open meeting laws.
- Assist in maintaining health equipment and supplies.
- Maintain data files.
- Assist in processing administrative reports.
- Be responsible for reserving, setting up and breaking down prescheduled venues, including technical equipment
- (laptops/projectors) and food services.
- Process Children Accident and Illness, Unusual Incident/Licensing reports, suspected child abuse or neglect reports as
- soon as received from the program sites.
- Assist Health Coordinator in the management of the MAA (Medi Cal Administrative Activities). Provide technical assistance to time survey participants. As directed by the Health Coordinator, coordinate with the MBT (MediCal Billing Technology) staff regarding scheduling staff training and technical support.
- Check invoices, submit to Health Coordinator for review and approval, perform purchasing-related activities
- Provide training at Parent and Staff Meetings as needed
- Communicate with staff, vendors, dental and healthcare providers regarding referrals and reimbursements
- Enter information into appropriate program data base routinely and as directed
- Organize and archive records and files.

Knowledge and/or Abilities:

- **Abilities to:**
 - Communicate clearly, concisely, and professionally, both verbally and in writing.
 - Provide courteous service and support to internal and external customers.
 - Work independently, and collaboratively to define and set priorities.
 - Proficient in computer literacy skills
 - Prepare a variety of letters, emails, reports, documents, and procedures.
 - Use computer software programs, including but not limited to Microsoft Word, Excel, Outlook, PowerPoint, and other data management programs.
 - Recognize and maintain confidentiality.
- **Knowledge of:**
 - Alphabetical, numerical, and non-numerical filing systems and procedures
 - Report and form design.
 - Production methods.

- Basic math.
- Personal computers, automated systems, equipment, software programs, and applications.
- Proper Email and Business writing

Education and Experience Required:

- AA/AS degree in a related field or four years of experience in the Health field.
- One year of experience performing duties comparable to those of an Administrative Aide. **AND** Two-year experience as a Family Health Service Worker or related health and social services background.
- Bilingual in Spanish preferred, including speaking, reading, and writing at the fluent level.
- Experience in a childcare or early childhood education setting desired.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.