
Job Opportunity: Early Intervention Administrative Assistant – Full Time

POSTING DATE: 5/15/2023 – 6/2/2023

POSITION & PROGRAM: Early Intervention Administrative Assistant
Early Intervention (EI) Department

POSITION SUMMARY:

The Early Intervention (EI) Administrative Assistant provides administrative support to all departments of Riverside. This position will be assigned tasks by various department directors and supervisors depending on the needs of the agency and primarily serves the Early Intervention Department. The EI Administrative Assistant will work cooperatively and maintain a pleasant attitude with staff, people served, parents and guests.

As an employee of the Miami County Board of Developmental Disabilities (Riverside), the job incumbent shall always comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, cultures, values and family structures.

QUALIFICATIONS:

High school diploma or equivalent; Demonstrated skills in customer service; Advanced skills in written and spoken communication; Technology skills including Microsoft Office Suite; Exceptional attention to detail and organizational skills; Working knowledge of office equipment; Satisfactory criminal background and Abuser Registry checks; Satisfactory pre-employment drug test; Possess valid driver's license with less than 6 points; Ability to work independently; Must support Person-Centered Philosophy and Handle Multiple Tasks and Priorities. Must abide by Riverside DD's Code of Conduct and adopted values which can be viewed on the Riverside DD website at www.riversidedd.org.

DUTIES:

- Responsible for completing, organizing, analyzing and tracking all administrative duties of the EI department. These include preparing a variety of complex and confidential materials to include, but not limited to, correspondence, reports, charts, statistical tables, from either minimal oral or written instructions
- The incumbent must be capable of handling multiple tasks, prioritizing and maintaining complete organization of those tasks and records for the department and for those who may require or receive or provide information

- Prepares, maintains and organizes all paperwork for the Early Intervention Department
- Assists with planning, coordinating and implementing agency events.
- Makes telephone calls as requested to obtain information, make appointments, etc.
Receives calls and takes messages
- Requests supplies for the department by completing purchase authorizations
- Meeting minutes as requested
- Maintains and tracks enrollment, eligibility and caseloads for all programs as assigned
- Provides back-up support for other Administrative Assistants as needed or requested
- Completes requests from other Riverside supervisors, managers or directors as requested
- Functions as back-up for the receptionist as needed
- Performs other related duties as assigned

HOURS: Full -Time - 40 hours per week

SALARY: \$14.13/hour or higher based on experience

FLSA: Non-Exempt from overtime

BENEFITS: Medical, Dental, Vision, OPERS Retirement, Life Insurance, Vacation, Sick, Personal, Holidays including your Birthday, Flexible Schedule

TO APPLY: Please submit applications/resumes by **June 3, 2023**

Email careers@riversidedd.org

US Mail/Hand Delivery 1625 Troy Sidney Road, Troy, OH 45373

Fax 937.332.3490

A Riverside application **must** be completed

Applications are located at www.riversidedd.org under the Careers tab

Riverside does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.