|  |
| --- |
| **JOB DESCRIPTION** |

|  |  |  |  |
| --- | --- | --- | --- |
| JOB TITLE | Administrative Assistant  | Date of Last Modification | 10/15/2019 |
| Department | In Home Care |
| Reports to | Director of In Home Care / Regional Manager / Supervisor |
| Supervises | N/A |
| Pay Range | $16.13/hr - $18.00/hr (DOE) |
| Work Schedule | Full Time | x | Part-Time | x |
| Status | Regular Position | x | Temporary Position |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Wage and Hours Laws Status | Non-Exempt | x | Exempt |  |
|  |

The Korean Women’s Association (KWA) is an equal opportunity employer. It considers all applicants without regard to race, color, national origin, religion, gender, marital or military status, age, sexual orientation gender identity, the presence of any sensory, mental, or physical disability, genetic information or any other protected characteristic.

1. **Purpose of Position**

Under immediate supervision, provides clerical support and other personnel related duties. Interaction with staff, customers and public is an integral part of this position. After initial guidance, employee performs recurring assignments without specific instruction and resolves day to day problems under available guidance. Assistance is readily available on unusual or questionable transactions. The Supervisor spot checks the work, or it is reviewed in the course of subsequent processes. In offices with more than one Admin. Assistant duties will be split between supervisors.

1. **Essential Duties and Responsibilities**
2. Human Resources

Recruiting:

* Coordinate with homecare supervisors/program manager to recruit caregivers (CGs) as needed, e.g. job fairs, post flyers, advertising, etc.
* Pre-screening CG applications, complete WATCH background check for candidates ready to be interviewed by homecare supervisor;
* Process WATCH & BCCU background checks;
* Process fingerprinting of applicant(s) according to home care policies & procedures;
* Process necessary steps according to policies and procedures if applicant has a negative background check;
* Conduct reference checks; and
* Set up and/or conduct orientation training for new employee(s) and ensure all required documentation is completed and signed by new employee(s) before new hire is available for work.

Personnel Files:

* Collect and complete personnel file within 1 business day of hire date noting completion date and time;
* Input new employee into ClearCare database within 2 business days of hire;
* Submit required documentation for new employee to payroll specialist at KWA headquarters within 3 business days of hire;
* Maintain current CG personal information – address, email, phone, etc. in ClearCare & inform Payroll of address changes;
* Process all terminated personnel files and notify payroll specialist of termination within 3 business days of termination; and
* Maintains CG files and prepares them for audit.

 Training & Tracking:

* Schedule required CG trainings with the Training Partnership within time deadlines with proof of documentation in personnel files & ClearCare;
* Keep Supervisor(s) & CGs informed & reminded of training dates;
* Complete CG application for the Prometric testing & Home Care Aide (HCA) certification with the CG;
* Tracks all driver’s licenses, ID’s, automobile insurances, training certificates & background checks are current for all CGs in both personnel file & ClearCare;
* Assists IHC Supervisor to maintain an updated list of available/substitute CGs; and
* Assists, as needed, to train KWA new hires/office assistants.
1. Depending upon assignment, performs one or more of the following:
* Answers all incoming calls, maintain a record of essential calls & inquiries, connecting callers to the office, department or person requested;
* Responsible for phone service and messages involving the answering service;
* Meets and greets customers, public and KWA staff at the office and escorts them to the appropriate person or persons;
* Responds to clerical needs and assignments as directed;
* Assists in locating and compiling data for reports;
* Operates and cares for commonly used office machines and equipment. Coordinates and documents service calls for all office equipment;
* Maintains, cleans and stocks office kitchen as needed;
* Clean & maintain office by removing trash, cleaning windows and vacuuming office, may also need to pick up trash in parking area, as needed;
* Maintains adequate office and personal protective equipment (PPE) supplies;
* Manage office purchase card per KWA Purchase Card Policy, as needed;
* Represent KWA internally and externally on committees and work groups only as directed by Director of IHC, Regional Manager or supervisor;
* Process & supervise work for any “volunteers” & other service related individuals;
* Attend all required trainings;
* Be familiar with the WAC’s, Statement of Work & contract regarding CG & KWA requirements for their particular office; and
* Be familiar with the SEIU bargaining agreement regarding CG requirements.
1. Assist to process unemployment & L&I claims:
* Forward unemployment claims to HR within 1 business day of receipt;
* Collect/file all Incident/Accident Reports from homecare supervisor;
* Provide HR with all necessary information needed to process L&I claims within 2 business days of being notified of incident/accident; and
* Assist in work assignments for L&I claimant released to office or CG light duty.

D. Audits

* Assists with CT file maintenance and CT file audit preparation, as needed; and
* Familiar with and use the “Monitoring Tool” to prepare CG files for audit.
1. **Position Requirements and Qualifications**
* Satisfactorily pass criminal history & reference checks;
* Must have excellent organizational, interpersonal and communication skills;
* Ability to work independently and cooperatively with others;
* Ability to maintain confidentiality in all assignments;
* Ability to be flexible and perform work under time pressure;
* Ability to manage multiple projects simultaneously;
* Competency in data entry and to operate general office equipment such as multi-line phones, computers, copy and fax machines, etc.;
* Knowledge of records management procedures necessary to assemble and maintain required information;
* Knowledge of principles and procedures for personnel recruitment, selection, training, compensation, supervision and benefits; and
* Proficient in MS Office Suite, e.g. Outlook, Excel, WORD, etc.
	1. Educational Level -- High School Diploma, GED or foreign equivalent required. Some college preferred.
	2. Experience -- Two years’ experience in office administration and procedures preferred.
1. **Working Conditions**
2. Environmental parameters:
3. Ability to work in an office environment; and
4. Ability to drive to other locations, as needed.
5. Physical demands:
6. Type: sedentary work ability to perform administrative duties, typing, filing, bending over to low files, reaching high files;
7. Ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move an object; and
8. Work involves sitting most of the time, but may involve walking, twisting, standing, bending and driving for extended periods of time.
9. **Work Schedule**
10. Ability to work 40 hour week, if full-time position, otherwise as part-time position at discretion of the supervisor.
11. **Aptitude Requirements**
12. COGNITIVE
13. Analytical:
14. Ability to apply principles of logical thinking, to define problems;
15. Ability to collect data;
16. Ability to establish facts and draw valid conclusions;
17. Ability to solve practical problems; and
18. Ability to interpret a variety of instructions furnished in written, verbal, diagrammatic or schedule form.
19. Communication:
20. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position;
21. Ability to record and deliver information;
22. Ability to speak distinctly and listen carefully in order to communicate effectively on all levels;
23. Ability to draft work related documents;
24. Ability to log in data and draft data summaries;
25. Ability to answer inquiries from homecare workers; and
26. Ability to follow rules and policies of the company.
27. Administrative Detail:
28. Ability to complete forms, record and locate data accurately; and
29. Ability to pay close attention to detail and accurately distinguish data.
30. MANUAL
31. Motor coordination:
32. Ability to accurately reach, feel or handle equipment used in daily routine.
33. Finger dexterity:
34. Ability to pick, pinch or otherwise work with fingers to operate above equipment.
35. Manual dexterity:
36. Ability to seize, hold, grasp, turn or otherwise work with hands to operate above equipment.
37. VISUAL
38. Near vision:
39. Clarity of vision at 20 inches or less.
40. Mid-range vision:
41. Clarity of vision at distance of more than 20 inches and less than 20 feet.
42. Far-range vision:
43. Clarity of vision at 20 feet or more.

Note: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for the position. Reasonable accommodations, as required by the Americans with Disabilities Act will be granted wherever possible.

|  |
| --- |
| **Note:**The above job description is not comprehensive. The job responsibilities may include other duties. This job description also does not constitute an employment agreement between KWA and the employee. KWA may change the job duties as it determines to be necessary or useful to meet its needs. |

I have reviewed, understand, will comply & received a copy of this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name, signature & date