

POSITION: Treatment Foster Care Administrative Assistant

POSITION SUMMARY: This is a clerical position requiring some general knowledge of the procedures necessary to provide clinical support services to children and adolescents. This position will provide support to the Treatment Foster Care Department.

SPECIFIC RESPONSIBILITIES in support of the Treatment Foster Care Department located in the Administration Building:

1. Perform clerical duties as trained for the Treatment Foster Care Department.
2. Process referral information and referral packets as trained.
3. General typing and filing.
4. Maintain child and parent files in audit-ready condition.
5. Complete case related data entry and perform other office duties as trained.
6. Operate office equipment such as, but not limited to, copying machine, fax, shredder, etc.
7. Maintain documentation of foster parent training completed and needed.
8. Maintain documentation of current rules, policies, procedures and forms
9. Maintain and update databases and provide accurate respite, placement and referral information for appropriate personnel.
10. Assist in preparation of monthly reports.
11. Complete documentation of foster parent per diem.
12. Assist with the OACCA Data Outcomes Project
13. Serve on Performance Improvement Committees as assigned.
14. Assist with coverage of receptionist desk when requested/as needed.
15. Other duties as may be assigned.

QUALIFICATIONS:

High School Diploma or GED.
Some experience working in the field of health care.
Strong organizational and social skills.
Professional appearance and demeanor.
Intermediate level computer skills in Microsoft Word, Excel and PowerPoint
Legible handwriting.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

This position involves sitting, walking, standing or driving. The pressure is moderate.

JOB RELATIONS:

Employee Supervised: None
Supervised by: Director of Community Services
Promoted from: No specific line of promotion
Promoted to: No specific line of promotion

**ADDENDUM TO JOB DESCRIPTION
REQUIREMENTS FOR ELECTRONIC HEALTH RECORDS (“EHR”) AND
PRODUCTIVITY**

- 1) Be proficient in the use of the agency’s Electronic Health Record system. This includes being both accurate and timely* with the data entry required for EHR. Skills in using a desktop PC, laptop, or tablet are essential.
- 2) Enter appropriate Data as required of your position in the EHR system.
- 3) Enter accurately and timely the information required for the agency to bill for services, as applicable.
- 4) Be able to understand and effectively use reporting information provided by the EHR system.

****Timely defined as “data entry completed simultaneously in work with clients or within 24 business hours of work activity.***

I understand that my performance of the above job duties will be an important part of my job evaluations from this point forward. The agency will provide support and training to assist me in becoming proficient with the EHR system.

I acknowledge that I have been given a copy of my job description, including this addendum, on the date below and have had an opportunity to ask any questions I may have about the agency’s initiation of an EHR system. I understand that the success of the EHR system is crucial to both the quality of the agency’s clinical records (which can affect agency licensure and accreditation) and the agency’s timely and accurate billing for services provided (which can affect financial sustainability). The importance of my role in the success of EHR cannot be over-stated and is the reason this additional documentation is being reviewed with me and placed in my Personnel File.

Printed Name _____
Date

Signature _____
Date

Printed Name _____
Date

Supervisor / Director _____
Date