**CARING Adult Healthcare Services CARING Senior Living, Inc.**

**JOB DESCRIPTION:** Administrative Clerical Assistant

**ACCOUNTABLE TO:** Administrator of Assisting Living Program and/ or the Regional Director of the Assisted Living Programs.

**JOB SUMMARY:** The Administrative Clerical Assistant is responsible to complete the job responsibilities stated below in a professional and timely manner. The Assistant will be responsible to assist in the management of the non-clinical aspects of the Assisted Living Program.

**QUALIFICATIONS:** High School Diploma or GED preferred

* Ability to speak and understand English'
* Phone etiquette - Ability to speak clearly and answer phones in a professional manner
* Good communication skills, proficient in computer skills, proficient in basic office skills Organized & able to multi-task Reliable

**GENERAL RESPONSIBILITIES AND DUTIES:**

* Maintains a working relationship with the Administrator.
* Maintains a working relationship with the RN, LPN and all other nursing staff.
* Maintains a professional relationship with all residents, families, and all service providers.
* Maintains confidentiality of verbal and written information pertaining to residents, facility operations and other personnel.
* Maintains resident's privacy and dignity.
* Has a full understanding of fire, emergency and safety procedure.
* Answers phones, takes messages for the Administrator and other staff and making sure messages are delivered to appropriate personnel.
* Scanning and copying as directed by Administrator
* Type up and deliver resident reminders, reminding residents of their upcoming Medicaid recertification and the required paperwork that is needed to complete the process.
* Copy bank statements and other documentation as needed for re-certification
* Gather information from potential residents who would like more information about the Assisted Living Program (name, address, phone number, etc.) .
* Provide potential residents with Brochure, ALP packet and Medicaid information packet.
* Send Tracking Forms to Care Managers when residents go in and out of building for hospital and rehabilitation stays.
* Maintain daily census for all buildings, update on computer spreadsheet.
* Inventory supplies, order as needed, and restock
* Type up ALP activity calendar and distribute to residents.
* Create flyers and memos as directed by the Administrator.
* Copy in-service information and distribute to employees.
* Copy Med of the Month CMA in-services and distribute to Med-techs.
* Place homemaker sign-in sheets in chronological or alphabetical order, as needed for Homemaker clients and give to administrator.
* Abide by established guidelines of the facility and governing regulations.
* Any other responsibilities deemed necessary by the administrator.

I have read and fully understand the job description of Administrative Clerical Assistant for CARING Senior Living, Inc.

Employee Signature Date

Witness Signature Date