

Job Title: Administrative Assistant
Non-exempt, Part-Time, Monday-Friday, 1p-5p
Wage rate range: \$15-18 DOE

Step-In Autism Services, L.L.C. offers quality Applied Behavior Analysis programming to clients in the Fairbanks and surrounding areas. Many of our clients are diagnosed with autism spectrum disorder, however we offer services to a variety of individuals.

JOB DESCRIPTION

The Administrative Assistant shall be able to work successfully both independently and as a team player. The candidate must enjoy working with people, be dependable, and trustworthy. The Administrative Assistant will assist the Office Manager in running and managing the daily operations of the business office.

Major Responsibilities of the Job:

- Answer calls and retrieve voicemail messages; disseminate information to clients and staff
- General administrative and clerical support including copying/faxing/mailing/scanning documents.
- Billing assistance to include ensuring all forms are completed daily and prepped for billing
- Maintain HIPAA compliant electronic and hard copy filing system, file room and storage areas.
- Maintain Client Onboarding and New Hire packets.
- Assist with New Hire and Client Onboarding
- Organize/Track Staff Training Agendas and Notes
- Maintain/order office supplies and other procurement items
- Complete necessary out of office tasks (i.e., bank deposits, shopping, etc.)
- Developing shopping list at least 1 time per week ensuring that all needed items are included on the list and approved by Clinical Director
- Client and employee birthday tracking/shopping
- Greet staff and clients upon arrival
- Assist in ensuring safe surroundings for all clients and staff
- Assist Clinical Director as needed
- Other day-to-day duties/tasks as assigned

Requirements:

- 1 year of front office experience
- High School Diploma or GED equivalent
- Valid AK Driver's License
- Reliable transportation
- Current First Aid and CPR certification
- Pass Criminal Background Check
- Pass TB Test
- Three Professional References
- Must have a passion for working with children
- Proficient in Microsoft Office, Word, Excel, Internet, and Email
- Ability to write, speak and interact clearly and professionally
- Ability to multi-task and easily accept re-prioritizing tasks
- Ability to work in a fast paced, ever changing work environment

Preferred Knowledge, Skills and Abilities:

- Experience working in an environment with children
- Knowledge of HIPAA compliance and client privacy practices
- Basic accounting experience/knowledge

PHYSICAL AND MENTAL DEMANDS

Physical Demands:

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feels or operate standard office equipment; reach with hands and arms; and lift to 50 pounds.

Mental Demands:

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex office administrative problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with staff, customers, the public, and others encountered in the course of work, some of whom may be dissatisfied or abusive individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Employees work indoors, temperate conditions. Work environment will frequently be loud with a lot of activity. Harmful situations may arise requiring Safety Care Training.

Step-In Autism Services of Alaska is an equal employment opportunity/affirmative action employer.

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