

PROFESSIONAL JOB DESCRIPTION

JOB TITLE: Personal Affairs Management Administrative Assistant

SUPERVISOR: Trusts and Assets Manager

POSITION SCOPE:

Perform a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the organization.

RESPONSIBILITIES:

- Assist PAM Trusts and Assets Manager
- Secure and re-title bank accounts; redirect deposit of benefits; correspondence
- Write checks
- Performs basic administrative tasks to include all agency required paperwork, statistical reporting, correspondence, and client related services.
- Participates in staff meetings by bringing in relevant issues for discussion and review.
- Complies with all Agency policies and applicable federal and state law; adherence to all elements of the compliance plan.
- Performs other duties as assigned.

QUALIFICATIONS:

- Associate's degree in business, finance, social services or related field of study preferred. Bachelor's degree preferred.
- Experience in banking is preferred.
- Possess high skill level in management and planning.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written and verbal communication skills
- Possess leadership and the capacity to inspire high quality work
- Knowledge of healthcare service delivery and billing models
- Strong change management skills
- Knowledge of information systems used in social service and healthcare environments
- Strong public speaking skills

PHYSICAL REQUIREMENTS:

Requires the ability to exert up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for Sedentary Work.

I acknowledge compliance with all Agency policies and procedures regarding all federal and state regulations and the conditions of participation under Medicare. I will also adhere to all elements of the compliance plan but most particularly to those that are most relevant as outlined in my job description.

I have received a copy of and have read this job description.

Employee Signature

Date

Supervisor Signature

Date

Note: This Job Description is not an all-inclusive list. Management may modify, add, remove, or assign other duties and essential functions, as it deems necessary.