**Regional Resource Development Center**

**Nursing Home Transition and Diversion (NHTD) Program** **and Traumatic Brain Injury (TBI) Waiver Program**

 **Administrative Assistant**

**Reports to:** Director of Nursing Home Transition & Diversion (NHTD) Program and Traumatic Brain Injury (TBI) Waiver Program

**Travel:** None

**Salary Range:** $38,000 - $42,000, based on experience.

**Position: Full Time; 35 hours a week, Monday through Friday (does not include lunch hour)**

**Applicants will be trained.**

**Qualifications:**

* The applicant must have a minimum of high school degree or equivalent.
* Experience in an office environment (health or human service field preferred).
* Excellent computer experience and skills utilizing MS office programs: Excel, Word, PowerPoint, Access, Outlook, and Win Zip.
* Excellent communication skills: verbal & written.
* Professionalism in every encounter.
* Excellent organizational skills & ability to multi-task.
* Ability to read, write, & understand English.

**Responsibilities:**

* Responsible for various clerical duties such as: phone calls, scanning, filing, and mailings.
* Maintain, coordinate, and keep up to date all program databases and/or spreadsheets by entering participant data.
* The ability to track necessary items as dictated by program needs.
* Maintain referral files and other reports consistent with State Standards for electronic transfer and information sharing.
* Answer telephones and refer to appropriate staff person.
* Complete referral for TBI Waiver
* Assist with the preparation of presentation materials.
* Assume other related activities as needed by Director or Chief Executive Officer.