**THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE**

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| **Job Title:**  **Administrative Program Assistant** | **Job Code: ES4904042022** |
| **Department: Supported Employment/ARC-WAY** | **FLSA Status: Non-Exempt** |
| **Reports to: Employment Services Coordinator** |
| **Work Schedule: Fulltime Day Mon-Fri- 8am-4:30pm, OT as Needed**  |

**Job Duties:**

* Prepare and Schedule meetings in person and virtually.
* Assist with billing function as needed by VP to ADRS/DMH.
* Manage contact information need by the department and deliver communications.
* Submit monthly progress reports to partnering agencies.
* Update monthly authorizations for services.
* Organizing division schedules, events and files with a system that is user friendly to everyone.
* Perform other duties as assigned as needed by leadership.

**Knowledge, Skills and Abilities Required:**

* 3+ year(s) of administrative experience in the mental health field preferred
* High School Diploma or Equivalent is required
* BS or BA degree in business, office administration, or related field is preferred
* Understands of clerical procedures and systems such as recordkeeping and filing
* Demonstrates ability to work independently and take initiative within the scope of work.
* Ability to communicate effectively with peers and leadership orally and in writing.
* Demonstrates working knowledge of the Microsoft Office Software Suite.
* Meticulous and thorough
* Ability to anticipate the needs of the department and complete tasks without needing to be asked.
* Manages time efficiently and prioritizes tasks while maintaining quality standards
* Possesses good judgment and ability to make good decisions.
* Ability to work independently and in a team environment
* Initiative-taking analytical person
* Displays a professional attitude and demeanor.

**Physical Requirements:** This position requires frequently standing; walking; hand dexterity; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.