

Northwest Indiana First Steps
Job Description

Position: Administrative Assistant (Data Entry)

Qualifications: The Administrative Assistant must have a High School degree or its equivalent. Must possess the ability to communicate orally and in writing; must have knowledge and skill in Microsoft Office applications.

Location: Northwest Cluster System Point of Entry

Supervision: Reports to the HR Coordinator

Responsibilities:

Duties include but are not limited to:

- Answer telephone in a professional and courteous manner, direct calls to appropriate staff, receive and record referrals accurately
- Sort mail/faxes
- Assign and record referrals in Excel spreadsheet daily (am/pm), update hard copy of referral log at the end of each day; email referral log to Intake Coordinator Supervisor and Director at end of each day
- When Intake Coordinator is out of the office for 2+ days, provide initial contact to the family for that Intake Coordinator's referrals and complete narrative log for each referral
- Timely and accurate data entry of referral information, intake information, IFSPs, provider authorizations (intake/ongoing) into SPOE database
- Maintain supply of Intake packets
- Adhere to FERPA regulations
- Provide additional administrative support as requested by management team.

Abilities: The Administrative Assistant will be able to:

- Relate comfortably, sensitively and respectfully to families and children and all potential program consumers.
- Take responsibility for Administrative Assistant activities.
- Work in conjunction with Service Coordinators, Service Coordinator Supervisors, Intake Coordinators, Director and support staff in the day to day operations of the SPOE.
- Maintain confidentiality in matters related to children and their families.