

1st Kids, Inc.
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, **and must be able to learn other electronic systems.**

Location: Cluster System Point of Entry

Supervision: Reports to the SPOE Director

Responsibilities:

Duties include but are not limited to:

- Assign and record referrals in Excel spreadsheet daily (am/pm), update electronic copy of referral log at the end of each day;
- Timely and accurate data entry of referral information, intake information, IFSPs, provider authorizations (intake/ongoing) into iSPOE database
- Process Assessment Team evaluations for billing and enter authorizations into the iSpoe database on a daily basis.
- 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, Director and support staff in the day to day operations of the SPOE.
- Maintain confidentiality in matters related to children and their families.