LINK ASSOCIATES
JOB DESCRIPTION

POSITION TITLE: Administrative Specialist - Residential (AS)
REPORTS TO: Residential or Day Program Supervisor (RS)
DIRECTLY SUPERVISES: None

POSITION SUMMARY
Support assigned residential locations to assure quality services are provided in compliance with all accreditation, auditing and organizational standards. Provide observation and feedback on the daily operations of assigned locations including; employee performance concerns and persons served needs to the Residential Supervisor. Assist in the development and ensures the implementation of Life Plans/CCSP’s of assigned persons served.

ESSENTIAL JOB FUNCTIONS
• Lead area staff to manage and implement programs and services consistent with licensure and accreditation bodies, evaluate the results of overall operations regularly and systematically report results to the Residential Supervisor.
• Interpret policies and procedures to area personnel.
• Provide on-going instruction to assigned personnel in day-to-day responsibilities to meet persons served needs and interests.
• Maintain records to assure overall compliance with licensing, accreditation, auditing and agency standards.
• Represent residential services and Link Associates to internal and external stakeholders, persons served and the community in a professional manner.
• Attend routine staff meetings to review persons served goals and support needs.
• Confer with persons served and stakeholders to evaluate, market, and promote services.
• Instruct and counsel persons served as needed.
• Ensure documentation is complete and accurate for billing submission and provide monthly, persons served program updates to case coordinators.
• Schedule counselors to insure proper coverage. Provide on-going instruction to assigned personnel in day-to-day responsibilities and ensure attendance and completion of all required trainings/meetings.
• Provide coaching to assigned personnel to ensure Life Plan/CCSP of the persons served are implemented and progress is being made and recorded.
• Assist in the development of the Life Plan for persons served as assigned, including pre and post staffing paperwork and on-going progress on goals on behalf of persons served. Must professionally represent, including being punctual, at/during persons served meetings, as assigned.
• Review monthly income and expenses and monitors financial status for individual persons served.
• Assist in overseeing that all medical needs of the persons served (medications, doctor appointments, etc.) are met.
• Assist in ensuring that persons served files are kept according to standards.
• Assist Residential Supervisor with other duties as assigned.

GENERAL AREAS OF RESPONSIBILITY
• It is the responsibility of each Link Associates employee to:
  o Treat all persons served with dignity and respect, prioritize the needs of and advocate for the people we serve.
  o Maintain confidentiality of agency, person served, employee and salary information.
  o Promote the human dignity, rights, safety and well-being of persons served.
  o Professionally and ethically handle the money and property of the agency and the persons served.
  o Fulfill all responsibilities as a mandatory reporter.
  o Display a positive attitude towards persons served, programs and the agency.
  o Demonstrate good communication with persons served, supervisors, peers, outside resources and family/guardians.
  o Demonstrate good attendance
Job Description

Punctually attend all assigned meetings, in-services and trainings.
- Demonstrate involvement as a team member.
- Adhere to all applicable regulations, laws, policies, procedures and know and understand your job description.
- Submit paperwork and meet job responsibility deadlines as assigned.
- Transport persons served with agency or own vehicle as assigned.
- Maintain all required trainings/approvals/licensures/certifications.
- Perform duties in a safe manner, in order to prevent injury to themselves and others.
- Participate in and see their role in community relations and fundraising efforts.
- Other duties as assigned.

QUALIFICATIONS

- AA degree in Education, Social or Human Services with one (1) year related successful work experience. Exceptions must receive prior approval from the Executive Director.
- Must meet agency policy on transportation and background checks.
- Must meet agency Medication Manager Certification.
- Possess ability to work on a daily basis utilizing standard home and office equipment.
- Proven proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, multi-tasking skills, human relation skills, team working skills, and organizational skills.
- Position will contain Medium physical work consisting of occasional 2-hand lifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to sixty (60) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The employee will need to occasionally climb stairs without the use of railings and occasionally sit.

This job description does not state or imply that the above are the only duties and responsibilities assigned to the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Each employee is responsible for knowing and following Link Associates Policies and Procedures.

I have received and have had the opportunity to ask questions on the contents of this job description and my signature indicates that I am able to complete the essential functions of the job. I understand that it is my responsibility to immediately report to my supervisor any change in my ability to complete essential job functions.

Employee Signature ___________________________ Date Signed ___________________

Job Description
Approved: 10/2014
Modified: 5/2017, 8/18