

\*  
**ALBRIGHT  
LIFE CENTER**

*Let Your Life Shine*

ALBRIGHT CARE-SERVICES  
Celebrating 100 Years \* 1916 - 2016

**MARCH 22, 2016**

<b>POSITION</b> 8-2(16)
----------------------------

**TITLE:** Executive Assistant

**DEPARTMENT:** Administration

**SUPERVISOR:** Assoc. Director of LIFE Programs

**SHIFT:** 8:00am – 4:30pm  
Full time 40 hours/week

**LOCATION:** LIFE Lebanon

**BRIEF DESCRIPTION:** Assists the Executive Director (ED) in the efficient operation of the LIFE program. Supervises admin/clerical staff. Assures that proper administrative procedures are followed at all times. Carries through to completion specific work projects assigned by the ED relative to the operation of the LIFE program and provides information for evaluation and revision of regulations/procedures/practices in accordance with Federal/State/local standards, guidelines and regs. to assure that proper procedures are maintained. Performs LIFE program duties in compliance with ACS and regulatory standards.

**PRIMARY RESPONSIBILITIES:**

- Organizes and maintains the Albright LIFE administrative office:
  - Performs administrative duties for the Executive Dir. and Management Team, including but not limited to: screening telephone calls, opening and routing mail, filing correspondence and records and performs special projects as assigned.
  - Greets visitors to the administrative offices; maintains schedule of meetings, organizes and distributes agendas; attends meetings and prepares and distributes minutes as requested by Executive Director.
  - Assures accurate completion of letters, reports, and memos as requested by Executive Director. Trains LIFE staff on proper formatting of letters, memos and forms
- Following corporate purchasing procedures, provides oversight of completion of Purchase Requests, Purchase Orders, Invoices, and Check Requests for all areas of Albright LIFE. Assigns appropriate General Ledger numbers to invoices to ensure proper recording of expenses and revenue. Completes check requests as necessary
- Plans and organizes the LIFE Advisory Committee meetings in conjunction with the Executive Director, accurately records minutes and sends out meeting notices in a timely manner.
- During the intake process, provide to and obtain from families, the information necessary to facilitate intake process. This includes, but is not limited to, the following: Initial Referral Form, Financial Statement, Auth. for Assessment and Release of Information, Medicaid Application, HIPAA notice, Enrollment Agreement and any other necessary information.
- Maintain communication with the CAO, the AAA, the participant and family/responsible party, and the referral source until the intake process is completed; communicate the final outcome of the intake process to the same parties, in accordance with the designated Albright LIFE procedure and the DPW and CMS requirements.

**QUALIFICATIONS:**

- Associate degree, a business school graduate or its equivalent required with at least three (3) years administrative office experience, and one (1) experience working with a frail or elderly population.
- Ability to communicate effectively in person, in writing and on the telephone. Must be tactful, alert, courteous, and dependable and have the ability to supervise, plan, and organize with little or no supervision.
- Must possess at least intermediate level computer skills with good working knowledge of Microsoft Office Suite
- Must be able to qualify for and obtain Notary status.
- Must possess a valid Pennsylvania driver's license and a good driving record.

**PHYSICAL DEMANDS:**

- Occasional lifting up to 25 pounds.
- Travel required. Drives an automobile when traveling.
- Sitting 75%, standing and walking 25% of the time.