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**Job Title: Early Intervention Program Administrative Assistant****Department:** Early Intervention Services**FLSA Classification:** Hourly**Reports to:** Program Director**Hours:** PT; flexible schedule, primarily Monday-Friday**JOB SUMMARY**

This position is responsible for managing all incoming referrals for Early Intervention Services. The Administrative Assistant is responsible for all office duties including data entry, filing, form duplication, ordering supplies, answering phone calls and staff support. This position must coordinate with Family Resource Coordinators and therapists to ensure timely intake and reporting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Respond to incoming referrals for early intervention services from parents and/or professionals.
2. Collect and enter data from families and professionals to create intake files. Information should include all client and family information, funding sources, services desired and insurance information.
3. Assign referral information to specific Family Resource Coordinator based on school district and enter into ESIT DMS as necessary.
4. Clerical duties including: database entry and updates, filing, report distribution, track source of referrals, request medical records, form duplication and obtain current required forms.
5. Inform therapists when medical records are received, and be advised when therapy reports are ready for distribution.
6. Verify insurance coverage, coordinate all releases of information, and maintain accurate information in Sherwood billing system and other internal insurance billing tasks.
7. Manage inventory of test booklets, office supplies and equipment. Order as necessary.
8. Maintain confidentiality of personal information and medical records.
9. Attend all staff meetings as required by director.
10. Schedule interpreter services
11. Update intake packet forms as contract changes occur
12. Complete ESIT DMS Training in first 30 days of employment. Enter all referrals in the DMS within 3 days of referral.
13. Other duties, as assigned.

**MINIMUM QUALIFICATIONS**

1. Education
  - Required: High School diploma or equivalent
  - Family Resource Coordinator Certification by completing required training through Washington State ESIT.
2. Experience
  - 2 years experience in office administration, early intervention system experience desired

3. Other required Knowledge, Skills and Abilities:

- High level or professionalism in appearance, actions and communication.
- Attention to detail and ability to manage time effectively.
- Ability to maintain strict client confidentiality in written and oral communication
- Current CPR and First Aid Certificate
- Effective oral and written skills
- Proficiency with MS Office (Word and Outlook)
- Positive attitude and ability to be a team player.
- Ability to pass DSHS criminal background check

**EQUIPMENT USED**

Typical office equipment including phone, computers, copy machines, fax machines, etc.

**MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS**

1 Mental Effort

- Sherwood offers a positive work environment with supportive leadership staff. This position will demand multi-tasking and flexibility in tasking.

2 Physical Requirements

- Able to comfortably work in an office environment, including sitting for extended periods of time, and communicating clearly.
- May include stooping, kneeling, reaching, and lifting items up to 20 pounds on an occasional basis.

3 Working Conditions

Indoor office environment

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The job description does not constitute a written or implied contract of employment. Sherwood Community Services reserves the right to revise or change job duties and responsibilities as the need arises.

All activities of this position shall be consistent with the agency’s mission “to provide quality community based services and support for children, adults and families, enabling them to live meaningful lives to the maximum of their capabilities.” The person filling this position will have the commitment to work effectively with diverse populations, including persons with disabilities.

All qualified applicants will receive consideration without regard to race, color, sex, religion, creed, marital status, age, Vietnam era disabled veteran’s status, sexual orientation, pregnancy or presence of any sensory, mental or physical disability. All employment related decisions are based solely on relevant criteria including training, experience and suitability.