



December 10, 2018

### Senior Administrative Assistant-Case Management

The Developmental Disabilities Resource Board of St. Charles County has a full time opening for an experienced Administrative Assistant in the Case Management Department.

Duties include: tracking of reports and documents; electronic records implementation and maintenance; project coordination for surveys and reports; and database management.

This position requires at least 3 years of experience as an administrative professional in an office environment along with a high school diploma or equivalent. Excellent Microsoft Office (Word, Excel, PowerPoint) skills are also required. Project coordination and electronic records management experience preferred.

To apply, please submit your resume and salary requirements by January 4, 2019 to:

Developmental Disabilities Resource Board  
Human Resources Director  
1025 Country Club Road  
St. Charles, MO 63303

Or: [vickia@ddrb.org](mailto:vickia@ddrb.org)

No phone calls please.



## **DEVELOPMENTAL DISABILITIES RESOURCE BOARD JOB DESCRIPTION**

### **Job Title: Senior Administrative Assistant-Case Management**

Reports to: Case Management Director

**Supervisory Responsibilities:** N/A

**Status:** Full time, non-exempt

### **Position Summary:**

Provide administrative support to the DDRB Case management team. Assure that information is disseminated efficiently and accurately to the team.

### **Essential Functions:**

1. Provide support to the Case Management team including coordination of large mailings, tracking of EMT reports, and recording/distributing CM team meeting minutes.
2. Coordinate the tracking and distribution of all utilization review documents.
3. Coordinate the tracking of all business office forms with the St. Louis Regional Office.
4. Assist case management leadership staff with the coordination and tracking of all transfers in and out of the program.
5. Assist to keep the DDRB intranet "Chalkboard," updated.
6. Provide orientation and training to new staff regarding office and safety procedures.
7. Assist with case management staff training in electronic records management.
8. Create and maintain tracking reports to assist leadership staff with planning.
9. Coordinate projects such as outcome reports, satisfaction surveys, etc.
10. Coordinate Case Management trainings and meetings.
11. Create reports and graphs utilizing database information.
12. Assist with the implementation and support of the electronic records management system.
13. Provide document coordination for CARF surveys.
14. Provide back-up support to Receptionist/Administrative Assistant as needed.
15. Actively participate as a co-chair of the Safety Committee.
16. Co-chair Case Management Electronic Records Committee.
17. Must physically work in the office on a regular basis for in-person interaction with stakeholders, clients, and co-workers.
18. Remain flexible and comply with revisions and/or changes after mutual consultation with the Case Management Director.

### **Marginal Functions:**

### **Physical/Visual Activities or Demands:**

- Must be independently mobile throughout the work environment.
- Sitting, hearing, talking, reaching, walking, stooping/bending and lifting light objects.
- This position requires extensive computer keyboard usage.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus.

**Environmental/Atmospheric Conditions:**

- Work is conducted primarily in a climate controlled office environment with minimal safety/health hazard potential.

**Position Qualifications Requirements:**

**Knowledge:**

- High school diploma or equivalent required. College coursework in business and/or administration preferred. Excellent Microsoft Office skills (Word, Excel, PowerPoint) required. Project coordination experience highly preferred. Experience with electronic records management also preferred.

**Experience:**

- Three to five years in a general office environment with administrative responsibility.

**Skills and Abilities:**

- Must have excellent organizational skills.
- Ability to effectively manage multiple tasks with frequent interruptions.
- Apply common sense to carry out instructions furnished in written or oral form.
- Contributes to the organization's mission and values by effectively working with individuals of diverse backgrounds.
- Ability to communicate in a clear and effective manner.
- Ability to work with autonomy.
- Ability to make minor decisions using clear judgment.
- Ability to use discretion in all matters.
- Ability to solve problems.
- Ability to exercise discretion regarding confidential information.

**Machines, Tools, Equipment and Work Aids:**

- Personal computer and related software, facsimile, copier, calculator and telephone.

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Employee Signature

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Date