

	<b>Position Description:</b> Developmental Services Clerical Support	
	<b>Department:</b> Developmental Services	<b>Position Created:</b>
	<b>Services:</b>	
	<b>Unit:</b>	
<b>Employee Name:</b>  <b>Supervisor:</b> Developmental Services Supervisor	<b>Effective Date:</b>	<b>Position Number:</b> P2031
<b>Position Classification:</b> Clerk Typist 2	<b>Employment Status Code:</b> Full-Time	<b>Last Reviewed/Update Date:</b>
<b>MCR Code:</b> P2031	<b>FLSA Code:</b> Non-Exempt	<b>Approval:</b>

## SUMMARY

This is a part-time non-exempt position that is primarily responsible to provide a range of clerical support to Developmental Services staff. The primary work hours will be Monday through Friday, 10:00 am to 3:00 pm with a ½ hour lunch (22.5 hrs./week) unless otherwise agreed upon. Major functions of this position require a high degree of proficiency and accuracy in the preparation of reports, summaries, and data entry. This position is required to respond to support specialists, administrative personnel, families, and outside professionals on a regular basis.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned as deemed necessary by management.

### **Compliance:**

Adheres to RIHS, county, state, and federal regulations governing Office of Developmental Programs. Attends specially designed training programs provided through RIHS, county, state, and federal agencies. Maintain client specific data necessary for auditing purposes by management and compliance purposes.

### **Typing/Copying:**

Typing and copying for Support Specialists and Management Staff. Proofread materials to ensure grammatical correctness and accuracy. Copy documents as detailed in work processes and as requested. Typing as requested by management staff.

### **Data Entry:**

When requested by management staff will assist with maintaining Support Specialists tracking spreadsheets which are utilized by the department to track data reviewed by management staff to ensure that the program is meeting required timelines. The data is maintained in HCSIS, Home-Based and on Microsoft Excel spreadsheets. Data is reviewed for data integrity.

### **Referrals**

Responsible for collecting referral information and completing the DS referral form.

### **Mailing/Scanning:**

Mailing and scanning necessary documentation and correspondence to meet required timelines for Support Specialists and Management Staff to the county, clients/families, and/or provider agencies.

**Filing:**

Direct all necessary documentation and correspondence to Medical Records received and/or prepared by department staff. Maintain filing relating to clerical responsibilities and as needed by Management Staff.

**Quality, Communication and Time Management Responsibilities:**

As assigned by the DS Management staff, completes tasks that focus on quality assurance responsibilities in the HCSIS and Homebase systems. Work together and communicate effectively with agency staff, families and professionals using good judgment and appropriate demeanor. Demonstrates the ability to report problems to supervisor and contribute to resolving them. This position needs the ability to prioritize work assignments to meet deadlines and to work as a team to achieve department goals.

**Other Duties:**

When determined to be necessary by the DS Management staff this position will provide office coverage for psychological testing sessions performed by the DS Psychologist that may occur outside of the hours of 10:00am to 3:00pm but not more than 22.5 hours in a week. Also other duties may be assigned as deemed necessary by management.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities. The DS Clerical Support position reports directly to the DS Support Specialist Supervisor and may also take direction from the Chief Executive Officer or designee.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma in business curriculum and three years clerical experience that includes proficient computer skills. Adequate knowledge of English grammar, spelling, punctuation and proofreading techniques used in writing and editing standard business materials. Adequate knowledge of standard office procedures, practices and conduct to maintain a professional office environment. Working knowledge and experience of computer software that includes databases, spreadsheets and word processing. Knowledge and proven ability in the use of Microsoft Office (Word; Excel; Access; Outlook; PowerPoint)

**Language Skills:**

Strong interpersonal skills, effective oral and written communication skills. Ability to prepare clear, concise reports. Working knowledge of computer software that includes databases, spreadsheets and word processing for the purpose of tracking information and preparing reports, letters and forms.

**Other Skills and Abilities:**

Necessary skills to operate various office equipment, i.e. computer, copier, adding machine, fax machine, printer, mail meter, laminating machine.

**Certificates, Licenses, Registrations:**

Valid PA Driver's License, Proof of Valid Auto Insurance, Act 34 (Criminal Record), and Act 33 (Child Abuse). There will be monthly screenings of PA Medichex List, LEIE and SAM.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend and lift objects of up to 10 pounds. The employee regularly uses a computer, phone, fax, copier and other essential office equipment to carry out daily work assignments.

**Work Environments:**

While performing the duties of this job, the employee regularly works in an office environment and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Reasonable Accommodation:**

It is RIHS's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with disabilities.

**This position description is not an employment agreement or contract, but rather a description of the expectations of job duties and responsibilities as assigned to this position. Management has the exclusive right to alter the scope of work within the framework of this position description and the position classification, at any time without prior notice.**

This job description accurately reflects the duties and responsibilities of this position and assignment to the appropriate position classification.

Board of Director Designee: \_\_\_\_\_ Date: \_\_\_\_\_

The employee's signature below validates that the employee understands this job description; meets the qualifications for the position and accepts responsibility for all job duties and responsibilities indicated for this position. The supervisor's signature below validates presentation of the job description to the employee on the date indicated.

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

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_