

UAACOG/Area Agency on Aging Job Description

Job Title: Staff Assistant Reception / Data Entry
Program: Nutrition / Information and Assistance / Case Management
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Tom McConaghy
Effective Date: Draft
Approved By:
Approval Date: 11-2-22

Summary:

Responsible and employed by the Area Agency on Aging under the direction of the Upper Arkansas Area Council of Governments. This position includes assistance to the Director, as well as the Nutrition Director and Senior Services Coordinator as needed and under discretion of the Director, in areas such as data entry and program needs. Performs additional duties as directed by the Director.

Essential Duties Responsibilities include the following. Other duties may be assigned as determined.

1. Receive incoming contacts: i.e., phone call, walk-ins, or written inquiries.
2. Maintain files as directed by the Director.
3. Assist staff with office tasks as needed.
4. Maintains files as directed by the Director and/or Nutrition Director.
5. Maintain a current understanding of AAA services for purposes of information and referral.
6. Tracks reassessment form due dates, obtains from consumer as required, and inputs into State database and / or nutrition files.
7. Maintain knowledge of the State Database and ensure accuracy with data entry.
8. Maintain a current understanding of UAACOG services for purposes of information and referral.
9. Prepare outgoing correspondence.
10. Solicit input from others as needed to perform duties.

11. Provide technical assistance to others as needed.
12. Ensure that office equipment is in proper working conditions and notifies Director of any equipment in need of repairs.
13. Maintain confidentiality with regards to all participant information.
14. Maintain a current knowledge and awareness of all UAACOG/AAA Policies and Procedures.
15. Represent the Agency in a professional manner at all times.
16. Perform other related duties as assigned by the Director.

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 the ability required. Reasonable accommodations may be made to ensure persons with disabilities are afforded the opportunity to successfully perform the essential functions and duties.

Education/Experience:

Experience in administrative/clerical functions. Has knowledge of office equipment. Must have organizational skills. Must have operational knowledge of computer applications and programs including MS Office. Have good math and problem-solving skills. Must have a strong desire to work with the elderly population. Good communication skills. Must have the ability to compile data and information necessary to complete daily/weekly/monthly/annual reports.

Physical Demands:

The physical demands described are representative of those that must be met by the employee in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to ensure persons with disabilities are afforded the opportunity to successfully perform the essential functions and duties. Persons applying for this position must be able to lift up to 25 lbs. in order to place food and supplies in storage areas.

Work Environment:

Limited noise and conditions associated with office environment.

Hours:

40 hours per week.

Employees are representatives of UAACOG/AAA and are subject to the policies and procedures of the Agency. Salary increases are subject to funding and are based on merit, as determined by periodic evaluations.

UAACOG/AAA is an Equal Opportunity Employer.

I, _____, fully understand and accept the attached conditions and responsibilities of employment.

Signature_____ Date_____