

Administrative Assistant

Position Summary

The Administrative Assistant provides clerical and administrative support to Program Manager and Contract Services. The position requires the operation of personal computer, filing, taking attendance, maintaining records, and other office equipment.

Position Responsibilities

Specific duties of the position include, but are not limited to the following:

- Responsible for incoming telephone calls – includes communication with co-workers, other agencies, and other programs within Thrive Upstate agency and individual families.
- Check and respond to emails when needed. Make notes for staff when an individual has an appointment using Outlook and Therap Calendars.
- Assist with assigning/pickup tablets to and from staff, AM & PM
- Input personal information in Therap for new and current individuals.
- Input I-9 information in E-Verify.
- Input any seizures, accidents, illnesses, abnormal blood sugar, etc. in Therap.
- Implement approved Behavior Support plans for individuals and write Behavior incidents as needed.
- Tally daily attendance and enter into computer system. Responsible for end-of-month reports and submitting final attendance for approval.
- Responsible for administration of individuals' medications at scheduled times. Administer approved over the counter medications as needed. Responsible for overall accuracy of MARS and med book.
- Administer first aid when needed. Check vital signs when needed.
- Responsible for overall maintenance of medication room including MARS, checking medications for expiration dates, stocking first aid supplies. Receives and signs for secure medications coming from community individuals and residential facilities. Returns meds when individual is absent from program.
- Maintains van passenger rosters.
- Maintains first aid kits and PPE kits in program and vans.
- Assists with calling Fire Department and Alarm Company when we have monthly fire drills. Maintain attendance logs for fire drills. Record all fire drills and disaster drills.
- Greet and assist visitors.
- Oversee sign-in and sign-out of individuals entering or leaving building.
- Requisition and order program supplies.
- Operate agency vehicles as needed, including van routes, field trips, and other functions required for optimal program operation
- Other job related duties as needed.

Essential Skills and Experience

- High school diploma or equivalent
- One year previous related occupational experience.
- Ability to multi-task in an environment with frequent interruptions.
- Ability to manage sensitive and confidential information.
- Excellent customer service skills through in-person, telephone and written communications. Must be able to interact and communicate with individuals at all levels of the organization.
- Microsoft Office 2000 or higher, including Word, PowerPoint, Excel, and electronic mail
- Ability to compose and proofread letters, memos, and reports for grammatical and formatting errors.
- Strong organizational skills, ability to prioritize, initiative, and foresight in completing assigned tasks and projects.
- Must have a valid SC Driver's License and clean driving record

Benefits

- Medical, Vision and Dental Insurance
- South Carolina retirement plan
- Annual, Sick and Holiday pay

Thrive Upstate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.