



Full Time/Salaried-Exempt  
Salary Range: \$32,000 to \$42,000  
40 hours a week

### **Administrative Assistant I – Santa Clara County**

**Definition:** Responsible for administrative support to the Centralized Referral System of Care as a collaborative partner of KidConnections and Santa Clara FIRST 5 System of Care.

**Reports to:** Program Supervisor

**Position Supervises:** None

#### **Essential Functions:**

- Check all EPSDT clients' Medi-cal eligibility.
- Enters data in the Centralized Referral System and completes reports.
- Completes updates and submit QPSR worksheets
- Assist referrals tracking in the triage system.
- Takes minutes at meetings.
- Sets up, maintains, produces reports and provides accurate information of program.
- Implement and ensure compliance of effective office organization systems.
- Maintains files of clients and other information.
- Organize and audit all client charts monthly.
- Set up all new case files.
- Maintains confidentiality of children, families and staff.
- Complete clerical work orders.
- Answers incoming calls, provides accurate information and directs call as needed.
- Attends meeting as indicated by Supervisor.
- Operates and maintains office equipment in a safe manner and calls for service as needed.
- Works as a member of the agency team, promoting the mission and philosophy of the organization.
- Participates in activities that further own professional growth.
- Provides excellent customer service to all staff, clients, and contacts of agency.
- Works with Mental Health department on projects as requested.
- All other duties as assigned by Supervisor or Mental Health Department Director.

#### **Qualifications:**

Minimum of AA degree or equivalent

Bi-lingual in Spanish.

2 years minimum experience in office work

Previous experience in with data entry

Working on data entry of contract and rate information in multiple systems and databases

Able to proof read and spell accurately

Detail oriented

Initiative, problem solving, communication, organization and task oriented.

Able to work under pressure to meet timelines

Able to identify and communicate suggestions for improved efficiency

Able to organize and maintain records  
Proficient in Microsoft Office, Excel and the Internet  
Ability to work effectively and use a positive approach with a diversity of people  
Able to maintain confidentiality  
Able to be flexible in work schedule  
Able to communicate with the public and represent the agency in a positive manner

**Other Requirements:**

Health screening and TB and fingerprint clearance  
Required possession of a valid California Driver's License and use of insured vehicle

**Equal Opportunity Employer/Drug Free Workplace**