

Office Specialist / Direct Support Professional 2

Classification: Hourly, Non-Exempt
Reports to: Site Manager
Location: Hermiston

Job Description

Objective

Provide support services for Horizon's Administrative Office, including: answering phones; receiving and distributing mail; assisting in client banking services; accounts receivable for client billings; processing applications; and clerical support for House Managers and/or Employment Managers.

Essential Responsibilities and Duties

Office Procedures

- Answers phones and directs calls, taking messages when appropriate.
- Greets and provides assistance to job applicants, customers, or other visitors.
- Picks up mail daily and distributes.
- Makes deposits daily and notifies Administrative Office.
- Assures inter-office mail is being sent and distributed.
- Receives faxed information and gives to proper recipient.
- Complete and distribute the company Newsletter.
- Complete Federal and State income taxes for Horizon clients when due.
- Oversee the Mandatory Reporting training and forward certification to HR.
- Provides clerical support for House or Employment Managers.
 - Complete intake and elimination reports and distribute to House Managers for review.
 - Complete Action Plan reports and distribute to House Managers to review.
 - Attach financial statements after Manger review to T-Logs in Therap.
 - Complete data entry into Therap system as assigned.
 - Scan documents into document storage on the Therap system.
 - File Physician Consultation forms.
 - Assist in scheduling doctor appointments when needed.
 - Distribute maintenance requests to Cascade Management and Specialized Housing. Send and receive e-mails to acquire approval for repairs.
 - Attach Physician Consultation Records to the appropriate appointment in Therap.

Safety Procedures

- Posts an evacuation plans, knows how alarm system functions, and updates information as needed.
- Notifies appropriate persons of hazardous health and safety conditions.
- Adheres to bloodborne pathogens and hazard communication procedures.
- Must have valid CPR/First Aid certification within 90 days of hire, maintains certification thereafter.
- Distribute the monthly safety topic to all Sites within Horizon Project.
- Maintain the office and employment first aid and blood spill kits; and complete monthly inspections of fire extinguishers – signing off on the attached cards.

Program Procedures

- Deposits Room and Board on 5th of each month and provides the Administrative Office with a breakdown of the deposit.
- Accepts applications and forwards information to Human Resources.
- Completes reference checks on selected applicants.
- Handles SSI and food stamp certification and reports for clients.
- Participate as an Administrative team member.

Other Duties

- Keeps front office area neat and orderly.
- Participates in scheduled team meetings.
- Accepts supervision.
- Works independently without direct supervision.
- Follows through on assigned tasks.
- Cooperative regarding changes in schedule, location, or routine.
- Treats clients and co-workers with dignity and respect.
- Communicates appropriately with supervisor, co-workers, clients, and the public.
- Adheres to confidentiality standards.
- Adheres to mandatory abuse reporting guidelines.

Qualifications

- Experience, Competencies, and Education

Work Schedule

The normal work schedule is Monday – Friday from 8:00 am to 4:00 pm. It is the attendance standard of the employer that all employees be present and on time for each shift that they are scheduled to work. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Physical Demands

Some lifting may be required to assist in physical transfers – up to 50 lbs.

Work Environment

This is primarily an office job; however, it will involve interaction with intellectually and/or developmentally disabled individuals which can result in physical contact and/or verbal exchanges.

Other Requirements

All positions with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon's auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project's Employee Handbook.

Completion of organized in-service training provided by employer as well as on-the-job training as assigned.

Acknowledgement

Your employment is at-will. This means that you may resign your position at any time, for any reason. In turn, Horizon Project, Inc. may terminate your employment at any time for any lawful reason, with or without cause.

I understand that this document does not constitute a written contract for employment and that no one other than the CEO of Horizon Project, Inc. has the authority to enter into any such contract.

I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: _____ Date: _____

Employee Name Printed: _____

I have reviewed the job description with this employee.

Supervisor Signature: _____ Date: _____

Supervisor Name Printed: _____