

The Brain Injury Foundation of Saint Louis

Office Assistant, updated 7/3/2020

Reports directly to Director of Client Services and Chief Business Officer.

Responsible for management of client data and files.

Responsible for assisting with TBI Group and outings.

Primary job duties:

Answer phones, direct calls to staff and answer general questions from callers.

Creates files for new DHSS and DVR clients.

Files client paperwork in correct order and location.

Closes files at the completion of programming.

Review files to determine omissions and errors.

Communicates errors and omissions to Director.

Properly destroys unneeded client data.

Keeps office area and supplies organized.

Makes copies and labels as needed.

Other duties as assigned.

Program assisting duties:

Assist Director and Direct Care Staff in presenting group lessons.

Accompany Direct Care Staff and participants in volunteer outings.

Supervises clients to ensure safety.

Responds to health or safety concerns with urgency and professionalism.

Other duties as assigned.

Qualifications:

Minimum of High School Diploma plus 1 year experience providing administrative or direct care support in a nonprofit or social services setting.

Skills and Knowledge:

Basic understanding of services for people with disabilities.

Ability to identify documents to determine placement.

Understanding of HIPPA as it pertains to client information and files.

Ability to sequence alphanumerically.

Ability to prioritize tasks.

Ability to bend, walk, climb stairs, and lift up to 15 lbs.

Strong written and verbal communication skills

Basic computer skills including email, document creation, and printing.

Basic knowledge of standard office equipment.

Ability to act with urgency during crisis situations.

Other Requirements:

Must be able to pass MO EDL and Family Care Safety Registry.
Must achieve First Aid and CPR certification within the first 60 days of employment and maintain certification throughout employment.

Employee classification and schedule:

The Office Assistant position is a non-exempt position that is part-time and allows for flexible scheduling except for time-sensitive projects as identified by Director. The Office Assistant may work up to 20 hours per week.

Pay rate and benefits:

Office Assistant earns an hourly rate of \$9-11/hour.

I acknowledge understanding of this job description and verify that I meet these qualifications.

Signature of Office Assistant

Date

Signature of Supervisor

Date