

JOB DESCRIPTION

POSITION TITLE: Senior Administrative Assistant
DEPARTMENT: Senior Nutrition Program (SNP)
REPORT TO: Director of Senior Nutrition Program



Bay Area Community Services is a non-profit, community-based agency servicing primarily Alameda County by providing a comprehensive array of mental health and older adult services. Meals on Wheels and Senior Nutrition Services provides hot, nutritious meals to seniors 60 or older who reside in Oakland, Alameda and Piedmont. Meals are delivered to congregate dining sites and to the home bound frail elderly who are unable to cook or shop for themselves. These meals are delivered by caring drivers who are often the only social contact the senior has on a daily basis. Meals meet one third of the recommended daily allowances, helping seniors to stay healthy and independent.

I. POSITION OVERVIEW

The Senior Administrative Assistant, under the supervision of the Director of Senior Nutrition Program, provides technical and administrative support for the program and is responsible for completing administrative duties relating to the Senior Nutrition Program.

II. DUTIES AND RESPONSIBILITIES (*Essential Functions)

- *A. Manage nutrition program components of the Older Adult Services consumer database. Enter data in a timely and accurate fashion. Ensure accuracy of data entered by other nutrition staff.
- *B. Produce accurate and timely BACS management reports and reports submitted to funding agencies.
- *C. Enter data in BACS Food Services spreadsheets and generate all management reports in a timely and accurate fashion.
- *D. Receive telephone referrals from potential home delivery clients, complete intake forms, maintain and update intake form files on computer database.
- *E. Act as contact person for fee-for-service accounts, handling phone inquiries, meal count changes, etc. Assist in the preparation of invoices for fee-for-service accounts and follow-up on delinquent payments.
- *F. Develop and maintain an SNP filing system.
- *G. Assist in the distribution, analysis, and compilation of the annual program evaluation.
- *H. Keep all department files organized including updating forms,

developing new forms, writing correspondence, updating computer files, etc.

- *I. Maintain office supply inventory including purchasing of supplies and coordinate with Administrative Support at Administrative Office for supplies of stationary and business cards.
- *J. Serve as initial point of contact for consumers and others contacting and/or visiting the office, including answering phone or email inquiries about the program.
- *K. Perform general office duties, such as accurate typing and word processing, reception, phones, and copying.
- *L. Attend all meetings as required.
- *M. Other duties as assigned.

III. QUALIFICATIONS

High school education/GED and minimum three years of relevant experience. Bachelor's or Associate Degree in Social Service related field plus two years of experience or training with the frail elderly preferred. Excellent computer skills (Microsoft Office Suite including ability to design and run queries in Access, Power Point or Publisher, Internet, and HTML), strong organizational skills, written and verbal communication skills required. Ability to work with diverse populations including older adults and homeless individuals with mental illness and/or substance abuse issues required.

IV. ADDITIONAL QUALIFICATION (preferred)

A valid California Driver's License, proof of personal vehicle insurance coverage, and a driving record acceptable by the Agency's insurance company.

V. CLASSIFICATION: Non-Exempt, Hourly. Full Time at 37.5 hours/week.

VI. COMPENSATION: Wage commensurate with background and experience. Benefits include 10 days paid annual leave, 12 days sick leave, 10 paid holidays, 2 days personal leave, fully paid health, dental, vision, life insurance and voluntary optional 403(b) salary deferral retirement plan. This is a full time (37.5 hours/week) position.

APPLICATION: Please FAX or e-mail cover letter and resume to:
BAY AREA COMMUNITY SERVICES
Attn: Human Resources,
P.O. Box 2269, Oakland, CA 94621
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