



MSSP Napa-Solano
invites applicants to apply for our
Administrative Assistant position
(Part-Time)

Are you looking for a **part-time position**, where you can support a department dedicated to changing the lives of seniors? Then this is the placement for you!

The Napa-Solano Multipurpose Senior Service Program (MSSP), a division of Choice in Aging located in Fairfield has an opening for an **Administrative Assistant**. This position is 20 hours/week, M-F 9am-1pm.

Under the supervision of the MSSP Supervising Care Manager, the Administrative Assistant provides overall clerical and administrative support to the MSSP Care Management Team. Work is performed independently under general supervision. On occasion, the Administrative Assistant may be asked to assist in other departments within the agency in an administrative capacity. The MSSP Administrative Assistant works as a member of the Choice in Aging team to meet our mission to provide the services needed for frail elderly and disabled adults to remain independent and retain their dignity while engaging in an active social life.

Essential Functions:

1. Provide clerical and administrative support to the Site Director/Supervising Care Manager (SCM), support staff and Social Work Care Managers (SWCM) with general office duties.
2. Work closely with vendors to ensure timely submission of invoices and business license/ insurance documentation.
3. Maintain and update all client and vendor information in spreadsheets and MSSP database.
4. Prepare contract renewal documents as needed and send PDF versions to vendors when signed.
5. Create binders for new enrollees, once the SCM enters client information into MSSP database and notifies the Admin.
6. Print monthly SPUSs, using MSSP database and other program spreadsheets.
7. Request medical records (H&Ps) from client primary care physicians at least 6 weeks before upcoming annual reassessment, and follow up with PCP if H&P is not received within 2 weeks' time.
8. Prepare and mail out annual client satisfaction surveys. Compile and communicate results to the SCM.
9. Generate monthly expense summary report for SCM.
10. Maintain accurate filing of client documents, overflow charts, and terminated charts.

11. Create and/or update MSSP forms as needed.
12. Prepare initial psychosocial /health assessment packets.
13. Research new resources (dental, vision, socialization, and donated assistive devices - wheelchairs, commodes, etc.).
14. Input vendors and service providers contact information into faxing database on printer, and update any changes.
15. Scan all new pamphlets, brochures, resource and information sheets into the A-Resource file in the N-Drive.
16. All other duties assigned by supervisor.

Hours: 20 hours per week Monday through Friday

Benefits: Medical, Dental and Vision

Qualifications:

1. High school graduate or equivalent.
2. Two years administrative experience required.
3. Must have advanced command of Microsoft Office and Excel.

Application:

Attn: Human Resources Coordinator

Attn: MSSP Social Work Care Manager

Fax resume and cover letter to: (925) 849-1784

Please note: The recruitment timeline for this position may vary and depend on many factors and we appreciate your patience during this process. Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position. No phone calls please.

Visit www.choiceinaging.org to learn more about MSSP.

For more information on Adult Day Health Care, see www.adultdaycc.org.

Choice in Aging is an Equal Opportunity Employer.