



**Immediate Opening for  
The Bedford Center  
Administrative Assistant  
FULL-TIME 32.5 HOURS/WEEK**

---

Under the supervision of the Program Director, the Bedford Administrative Assistant provides overall clerical and administrative support to The Bedford Center's Program Director and members of the Inter-Disciplinary Team (IDT) and is responsible for clerical duties related to program admission and records. The Bedford Administrative Assistant works as a member of Choice in Aging's 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:**

- Answer phones, greet guests and participants in a friendly and professional manner;
- Maintain current supply list for the Bedford Center, order office and building supplies for the Bedford center, ensure pricing is competitive; provide supply ordering documentation to the Finance Department in a timely and efficient manner;
- Provide administrative support to the Program Director and IDT staff, which includes filing program paperwork, creating requested documents and data tracking, including but not limited to printing progress notes at the beginning of each month, calculating maintenance hours and ADA, obtaining and ensuring appropriate signatures are on all paperwork prior to filing;
- Take daily attendance; notify appropriate members of the IDT regarding daily attendance and absences and arrange with absent participants make up days; enter attendance and participant characteristics into TurboTar and forward attendance information onto the Finance Department;
- Review and ensure participant Medi-Cal eligibility on a monthly basis; input new and remove terminated participants from the Medi-Cal database;
- Send out reauthorization paperwork to participant doctors, including but not limited to Individual Plans of Care and Quarterlies; prior to sending, ensure all paperwork has appropriate signatures from all IDT members;
- Understand and ensure compliance with regulations pertaining to Bedford Center's Food Program; order weekly meals, meeting weekly deadline;
- Other duties as assigned by Supervisor.

### **Minimum Qualifications:**

- Bachelors of Science or Arts degree in the area of administration or 2 years' experience as an administrative assistant;
- Excellent communication and interpersonal skills;
- Advanced skills in word processing, email, internet search and usage;
- Previous job history working with seniors and as a member of a team;
- A valid California Driver's License, clean DMV report, Clear TB test, own form of transportation and current auto insurance is required and must pass the Livescan fingerprint background check.

### **Typical Physical Demands:**

- Requires prolonged sitting, some bending, stooping and stretching.
- Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, other office equipment and a motor vehicle.
- Requires normal range of hearing, eyesight, and speech.
- Requires excellent command of the English language to record, prepare, and communicate appropriate reports and to communicate with employees, outside agencies, and other necessary bodies face to face, by telephone, and by written communication.

### **Typical Working Conditions:**

- This job entails working in a typical office setting, driving, working in different environments such as but not limited to Adult Day Health Care sites.
- On rare occasions, Choice in Aging may require some weekend or evening training and adjust your schedule to avoid a cost burden on the agency.
- Occasional evening or weekend work is permitted if it does not exceed 40 hours in a week, 8 hours in a day or 6 days of work in a row.
- Overtime will only be worked if approved in advance by the President & CEO.

### **Job Specifics:**

**Hours:** 32.5 hours/week, Monday to Friday between 8:30am-3:30pm.

### **Applications:**

Please submit your cover letter and resume to:  
employment@choiceinaging.org  
or Fax 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](http://www.choiceinaging.org) to learn more about Choice In Aging  
For more information on Adult Day Health Care, see [www.adultdaycc.org](http://www.adultdaycc.org).

Choice In Aging is an Equal Opportunity Employer