

Advocacy Administrative Assistant ~ Part-Time

SUMMARY

Provide administrative and advocacy supports to the Advocacy Department, including but not limited to initial intake paperwork, training support, resource management, data management, team support. Attend staff meetings and individual supervision. Review and organize documents to identify a plan for supports. Provide supports in a manner consistent with The Arc's mission to empower families and individuals to be effective lifelong advocates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Data Management: Ensure all phone and written communication with families/professionals are data entered. Maintain data system, billing processes, utilization reports, program evaluation process and outcome reports. Compile monthly/quarterly/yearly reports for billing and for funding agencies, as needed.
2. Intake: Ensure information and referral support for families and individuals, prioritizing of intakes, assigning advocates, taking payment for fee for services cases, income documentation, etc.
3. Training: coordination of training activities including: registration, documentation of participation, room set up, emailing training notices, refreshments, etc.
4. Resource Responsibilities: Maintain an updated, organized system of advocacy-related information and resources within the agency.
5. ArcConnections: Responsible for compiling and posting ArcConnections.
6. Team Responsibilities: Facilitate and support team process.
7. Program Standards: Participate and comply with provider monitoring and implementation of program standards and requirements, including confidentiality.
8. Paperwork: Complete all paperwork and data entry accurately and in a timely manner.
9. Meetings: Attend meetings as required and assigned.

EDUCATION and/or EXPERIENCE

1. Relevant experience in the field of Advocacy, preferably a working/demonstrated knowledge of Systems Advocacy, Special Education Laws and entitlements and community resources.
2. At least 2 years administrative experience in relevant field required.

OTHER SKILLS AND ABILITIES

1. Strong organizational, interpersonal, communication and writing skills required.
2. Ability to work independently, to set priorities and follow through on details.
3. Ability to work effectively within a team, building moral and team commitment to goals and objectives, and supporting everyone's efforts to succeed.
4. Computer skills with word processing, excel, and data base software essential.
5. Consent and completion of all required background checks.
6. Current and valid driver's license, vehicle insurance and registration.
7. Reliable vehicle and an acceptable driving record as per The Arc's Personnel Policy

For more information, please contact:

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