

# AGENCY ADMINISTRATIVE COORDINATOR POSITION DESCRIPTION

## Hourly/Non-Exempt Position

**Reports to: Human Resource Director**

**Located: Administrative Office (7:30AM – 4:00PM)**

### Qualifications

- Minimum high school diploma or its equivalent (some college and training experience preferred)
- Experience in general office work
- Attend and successfully pass mandatory agency orientation and state-mandated training courses
- Interface well with all departments of the Agency
- Multi-task a must
- Proficient, working knowledge of commonly used computer programs (i.e., Microsoft Office, Excel, Word, Access, Publisher, etc.)
- Excellent verbal written communication skills
- Demonstrated enthusiastic tone and quality of voice
- Detail oriented
- Self-directed
- Organized
- Good time management skills

### Primary Responsibilities

Perform receptionist and clerical related functions to ensure operations flow smoothly. Prepare and distribute correspondence and reports as assigned. Serve as a resource for internal and external customers.

1. Coordinate all CPR/1<sup>st</sup> Aid training and recordkeeping
2. HSI CPR and First Aid Train-the-Trainer and monitor certification compliance of HSI instructors
3. Assist Trainers with equipment for live CPR classes as needed
4. Provide first contact receptionist duties via phone or in person
5. Provide clerical support as needed
6. Provide event/meeting set up and refreshments as needed
7. Assist Family Support with business cards, brochures and newsletters as needed
8. Maintain Photo Permissions for Persons Supported and Current Employees
9. Maintain copiers and phones (including main greeting)
10. Maintain supplies, repairs and renewal of postage machine
11. Maintain reports and files as required by TDOT
12. Coordinate mail pick-up, distribution and delivery
13. Distribute faxes and fax confirmations
14. Distribute All Staff Memos
15. Maintain hard copies of Admin Policy & Procedure manual & Admin Forms manual & send to designated IT person for updating website
16. Maintain & update New Hire Orientation Binders as needed
17. Run Monthly required screenings on current employees and contracted employees
18. Run Annual required screening on current employees in February (no later than 1 year from last date ran)
19. Assist Recruiter with new hire screenings and reference checks as needed
20. Safeguard and maintain confidentiality of Agency records
21. Coordinate, distribute, collect and tally all agency surveys (i.e. Family, Employee Engagement, and Consumer.)
22. Mailings, etc. for sympathy/retirement/illness/birthday/service anniversary/etc. cards
23. Maintain training/meeting room schedules
24. Maintain and update Org Charts, Position Lists, and Phone Lists of staff for administrative use
25. Develop/maintain Agency brochures and business cards and stationary
26. Order office supplies for Admin and assist and approve county orders from Staples
27. Create and publish agency monthly newsletter for distribution
28. Agency Facebook Administrator with specified IT person
29. Other duties as assigned

**JOB ASSESSMENT FORM (ADA)**

**Job Title:** AGENCY ADMINISTRATIVE COORDINATOR

**Primary Job Duties/Responsibilities:** (Attach additional sheet if needed)

SEE ATTACHED JOB DESCRIPTION

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**JOB REQUIREMENTS (Applicant Must Be Able To:)**  
**(Check OR x those that apply)**

- 1. Stand or walk more than 70% of shift
- x2. Sit more than 50% of shift
- x3. Kneel or squat frequently
- x4. Bend or stoop frequently
- 5. Work with areas above shoulder level
- 6. Lift more than 25 pounds
- 7. Lift more than 50 pounds
- x8. Have full use of both hands and/or arms or the equivalent with prosthesis
- x9. See 20/40 or equivalent with corrective lenses
- x10. Distinguish colors
- x11. Hear 40 decibels or equivalent with aids
- x12. Operate power equipment and/or tools-office equipment
- X13. Drive vehicles
  - 14. Use ladders, step stools
- X15. Work alone (in isolated areas)
- 16. Work shifts
- X17. Tolerate high job stress (e.g., deadlines, unstructured Demands, high work volume)
- 18. Mop, sweep, shovel more than 4 hours/day
- x19. Make accurate judgments and assessments of individuals and/or other staff and situations
- 20. Push/pull heavy loads such as positioning patients/objects onto carts/chairs/beds; pushing wheel chairs or large beds, etc.)
- 21. TB test required
- x22. Drug screen required
- x23. Background check required
- x24. May be exposed to persons supported with aggressive behaviors

**JOB RISK (ENVIRONMENTAL) FACTORS:**  
**(Check OR x those that apply)**

- 1. Exposure to cold/warm/hot temperatures
- 2. Exposure to wet floors
- x3. Exposure to video display terminals, microfiche or increased eye concentration
- x4. Exposure to chemical vapors, including cleaning agents
- 5. Exposure to heavy metal (e.g., mercury) – Specify \_\_\_\_\_
- 6. Exposure to ionizing radiation
- 7. Exposure to dust
- x8. Exposure to sharp knives, cutters, blades (kitchen area)
- 9. Exposure to excessive noise
- x10. Exposure to carcinogens – cleaning agents
- 11. Infection hazard (e.g., TB, hepatitis, HIV) \_\_\_\_\_
- 12. Skin contact with solvents or other chemicals
- 13. Working around machinery with moving parts
- 14. Exposure to flying objects
- 15. Exposure to oil and/or gas fumes-vehicles
- 16. Other \_\_\_\_\_

I have read and understand the specific job functions as listed on the position description and acknowledge that I am able to perform the essential job functions \_\_\_\_\_ with or \_\_\_\_\_ without reasonable accommodation.

List reasonable accommodations if needed.

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_