

TITLE **Administrative Coordinator**

REQ NUMBER OFF-23-00009

OPEN DATE 3/15/2023

FULL-
TIME/PART-
TIME Full-Time

NUMBER OF
OPENINGS 1

NUMBER
FILLED 0

EXEMPT/NON-
EXEMPT Non-Exempt

DESCRIPTION **\$700 SIGN ON BONUS**

Pathfinder, Inc. has a mandatory Covid-19 vaccination policy for all employees. A candidate selected for a position may seek exemption from this policy for medical or religious reasons with a request for exemption form. The complete policy, exemption form, and any further information can be requested from Human Resources or the hiring manager.

GENERAL DESCRIPTION OF POSITION

Provides assistance in the maintenance of data collection, personnel records, client records and in the coordination of communication among the direct care staff (L&S), the Administrator(s), the consultant staff and the central office. Is responsible for the preparation, review, and processing of all client records and other data collected from Individual Program Plans (IPP)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures that all paperwork is completed and submitted by timelines/deadlines.
2. Assists in maintaining the client files and records according to state and federal regulations.
3. Acts as liaison between outside facility communications and the Administrator(s).

4. Sets up and maintains all client master and medical files, including HUD and other landlord requirements.
5. Establishes and maintains client's financial accounts. Provides an itemized account of all deposits, disbursements, withdrawals, including the current balance on individual accounts on a quarterly basis according to state and federal regulations.
6. Ensures that all paperwork e.g. bank statements, invoices, PO's, Change of Status, New Hire Packets, and Employee Insurance etc. are reviewed for correctness prior to submission.
7. Prepares a variety of reports pertaining to client's progress, records, charts and other regulatory requirements.
8. Coordinates with administration files, information, documents, etc., regarding SSA, SSI, and LTC data.
9. Secures license and insurance certificates for all consultants.
10. Maintains current status for same.
11. Maintains records of required training for staff.
12. Computer entry as required.
13. Attends meetings and training sessions as directed.
14. Processes paperwork required by HUD for client's admissions/Discharge, 50059 processing (income verification, bank account verification, etc.) and other duties related to HUD requirements for Section 8 Housing.
15. Provides administrative assistance in the form of typing letters, memos, reports and IPP's.
16. Maintains a variety of files pertaining to overall operation of the facility, including personnel/in-service training files for each employee, and outside agency correspondence.
17. If a LPN: Supervises and coordinates med pass nurses to include self medication programs, ordering/receiving medications and other documentation required by regulations in regard to the medication program.
18. Perform any other related duties as required or assigned.

POSITION REQUIREMENTS Equivalent to four years high school or GED plus 12 months related experience and/or training or equivalent combination of education and experience.

Valid drivers license, current auto liability insurance and registration and physically able to drive to various locations in Arkansas.

LOCATION Eastwood/Westwood ICF/ID

EOE STATEMENT PATHFINDER INC. IS AN EQUAL OPPORTUNITY EMPLOYER INCLUDING DISABILITY/VETS.

CLOSE DATE

ABOUT THE ORGANIZATION PATHFINDER, INC. POSITIONS ARE SAFETY SENSITIVE. A SAFETY SENSITIVE POSITION IS ONE WHERE THE EMPLOYEE HOLDING THIS POSITION HAS THE RESPONSIBILITY FOR HIS/HER OWN SAFETY AND/OR OTHER PEOPLE'S SAFETY. A PERSON IN A SAFETY SENSITIVE JOB MUST HAVE A SHARP MIND AND PERFORM THE JOB TASKS AND RESPONSIBILITIES CAREFULLY.

CITY West Memphis

POSITION # 43-00416-001

SALARY RANGE \$12.50

GRADE None Specified