Position Description
Program Assistant (Full Time)

Job Purpose: This full time position is with the SC Respite Coalition, a statewide non-profit organization, and requires dedication to family caregiver respite, thoroughness, attention to detail and good listening skills. Performs a range of functions predominately related to transfer of records, documentation, and registration and training of family caregivers and individual respite providers working with consumers of DDSN’s Family-Selected Respite Program.

Primary Responsibilities
• Performs administrative and outreach tasks to transfer records from DNS boards, and in the registration and training of family caregivers and individual respite providers.
• Checks documents against excel spreadsheet for accuracy, completeness and validity.
• Contacts individual family caregivers and respite providers by telephone, e-mail, or mail until each person is reached and status determined.
• Communicates requirements for individuals to continue participation in the program.
• Communicates with DSN boards, case managers and fiscal agents, as appropriate.
• Follows up to document that all individuals have completed requirements; e.g., background checks, screenings, updates, registration and training.
• Cross references transfer records and works with new registrants for the on-line training program for family caregivers and respite providers.
• Coordinates with other staff working with DDSN families and providers in this program.
• Monitors/updates annual requirements to maintain current registration status.
• Assist with physical and electronic file organization, maintenance and security.
• Enters data in appropriate organizational databases and provides activity reports as needed.
• Perform other duties, as required.

Qualifications
• Education: High School Diploma with 2 years’ experience is required. Bachelor’s degree preferred. Experience will be assessed in lieu of formal post-secondary education.
• Excellent administrative skills with emphasis on accuracy is required.
• Computer: knowledge: MS Office Suite, specifically Excel and Word programs required.
• Excellent oral and written communication skills required.
• Excellent organization and time-management skills and ability to work with minimal supervision required.
• Ability to maintain confidentiality and follow HIPAA protocols is required.
• Non-profit organization experience is preferred.
• Knowledge of aging and disability service delivery system, e.g., SC Department of Disabilities and Special Needs System desirable.

Compensation and Benefits
Salary: $29,000-31,200 annually; Health Insurance Allowance;
Paid Leave: Annual Holidays and Paid Time Off

Send Cover Letter, Resume, and 3 References to:
Kathy Mayfield-Smith and Rachal Hatton at: kathy@screspitecoalition.org and rachal@screspitecoalition.org