

# Connections For Life Administrative Coordinator Job Description



Connections For Life  
Supported and Independent Living Services

**TITLE:** Administrative Coordinator  
**BASIC FUNCTIONS:** Manages implementation and scheduling of staff recruiting and training as well as overall administrative support  
**REPORTS TO:** Operations Manager  
**JOB CLASSIFICATION:** Non-Exempt /Full-Time  
**REQUIREMENTS:** Education: Bachelor's Degree preferred  
Experience: At least four years of experience in an administrative support role and knowledge of the service world for adults with developmental and intellectual disabilities.  
Special skills and knowledge: Must possess an understanding of and commitment to the philosophy of integration, normalization and individual-driven services. Demonstrates the ability to support the company's values, goals and objectives. Highly competent organizational skills and attention to detail; excellent oral/written communication skills, as well as interpersonal skills; good attitude, high energy, great team player; computer experience and proficiency using business software (MS Office, etc.) and the Internet required.  
Additional benefits: Participant in CFL Management Compensation Plan, CFL Phone, CFL Laptop

## **CORE RESPONSIBILITIES:**

Responsibilities include, but are not limited to:

1. Maintaining a weekly schedule, accessible in our scheduling platform.
2. Creation, review, revision and implementation of training processes in the working environment.
  - a. Maintains procedures and training manuals
    - ✓ Individual training booklets for each of the people we support
    - ✓ House Trainings
    - ✓ Training manuals for Coordinators, Schedulers, and Direct Care Staff
  - b. Facilitates CFL's Training Program
    - ✓ Identify staff training needs
    - ✓ Creates ongoing calendar of scheduled staff trainings
      - Introductory training for all new employees
      - Timekeeping
      - Scheduling
      - CPR (to be completed after 90-day introductory period)
      - First Aide
      - Sexual Harassment
- ✓ Provides periodic training status updates and reports to Operations Manager

- ✓ Conducts quarterly training to ensure needs in the working environment meet required standards
  - ✓ Manages and facilitates online training resources
  - ✓ Responsible for keeping a running list of all trainings
  - ✓ Annually reviews current training resources, identifying areas for improvement and update
  - ✓ Maintains all training documentation, compiles training schedules, and makes all training calls
  - ✓ Makes follow up calls reminding staff of scheduled training
  - ✓ Facilitates PRO-ACT Training with the assistance of the Quality Assurance Manager
3. Writes and revises Standard Operating Procedures (SOPs) as necessary to maintain compliance.
  4. Manages company safety policy, procedures, and compliance, including quarterly safety meetings and all staff meeting presentations.
  5. Focuses on accessing and outreach of community resources for training and recruiting opportunities.
  6. Complete monthly Training Report for Quarterly Board reporting, to be reviewed by the HR Generalist for approval and submittal
  7. Maintains compliance to Title 17 and contract requirements, collaborating with the Quality Assurance Manager
  8. Coordinates and carries our Orientation presentation
  9. Organizes and archives client records and documents
  10. Prepare recruitment materials and post jobs to appropriate job boards and social media platforms
  11. Source and recruit candidates by using databases, social media, etc.
  12. Screen candidate resumes and job applications
    - a. Filter candidates based on relevant knowledge, skills, and soft skills
    - b. Schedule and conduct interviews
  13. Monitor and maintains employee requirement documentation and provide to HR Generalist
  14. Answering phone calls
    - a. Point of contact for scheduling appointments
    - b. Transferring calls as appropriate
  15. Timekeeping responsibilities
    - a. Verify staff attendance hours worked
    - b. Ensure electronic timesheets have proper signatures for payroll
    - c. Review payroll downloads provided by HR Generalist for accuracy
  16. Backup for scheduling to assist the scheduling team
  17. Other duties as specified

### Physical Demands

While performing the responsibilities of the job, the employee is required to:

- a. Communicate with good verbal and listening skills.
- b. Often required to sit for long periods of time.
- c. Must be able to use hands and fingers to handle or feel.
- d. Occasionally required to stand, walk, reach with arms and hands.
- e. Vision abilities required by this position, including close-related vision.

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