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# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

601 BLACK BEARS WAY, TUSCALOOSA, ALABAMA 35401-4807

TELEPHONE (205) 752-5429

TOLL FREE (855) 211-0950

FACSIMILE (205) 469-0062

**Cynthia W. Burton**  
Executive Director

## **JOB ANNOUNCEMENT**

**Title:** Administrative Assistant/Office Manager – Early Intervention

**Location:** Early Intervention Administrative Office – Tuscaloosa, AL

**Employment Classification:** Regular, Full-Time, Non-Exempt, Non-Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Deadline to Apply:** Until filled

**Salary and Application Procedures:** This position is a level 6 on the CSP Early Intervention Pay Scale with a pay range of \$15.12 - \$18.02 per hour. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to [employment@cspwal.com](mailto:employment@cspwal.com).

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

## Community Service Programs of West Alabama

### Job Description

<b><u>Job Title:</u></b>	Administrative Assistant/Office Manager
<b><u>Division/Department:</u></b>	Early Intervention
<b><u>Reporting Relationship:</u></b>	Early Intervention Director
<b><u>Classification Status:</u></b>	Regular, Full-Time; Non-Exempt; Non-Safety-Sensitive
<b><u>Work Schedule:</u></b>	8:00 a.m. - 5:00 p.m. Monday-Friday
<b><u>Grade/Salary:</u></b>	Grade VI - Level 1- 6 Range

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### **Summary of Duties and Responsibilities**

The Administrative Assistant/Office Manager is responsible to the Early Intervention Director for secretarial/administrative duties requiring initiative, judgment and confidentiality. The Administrative Assistant/Office Manager will perform all data entry into the state level web-based system and provide maintenance, upgrades, weekly, monthly, quarterly, and annual reports. The work includes typing, filing, preparing reports, preparing monthly verification and monthly vouchers. The Administrative Assistant/Office Manager will bill Medicaid and serve as liaison between CSP/EI and other Medicaid billing agents as well as the State Medicaid office. The Administrative Assistant/Office Manager must maintain current knowledge of Early Intervention policies, rules and regulations.

#### **Essential duties and responsibilities: *Other duties may be assigned by the supervisor***

- Track all data/financial information required by the State Department of Mental Health/Mental Retardation and the State Rehabilitation Department to include the state level Web-based system and verification.
- Perform all aspects of Medicaid billing.
- Produce weekly, monthly, quarterly, and annual reports.
- Type and proofread correspondence, memos, and other materials as required.
- Maintain accurate filing and information system.
- Request and maintain office supplies.
- Duplicate and distribute materials as required.
- Greet visitors and receive telephone calls for Early Intervention Administrative Office.

- Assists with payroll processing as instructed by EI Director
- Maintains all EI office operations and upkeep for continuous productivity
- Prepare all direct referrals for processing to ChildFind

**Job Description – Administrative Assistant/Office Manager**

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**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience:**

- Possession of a High School Diploma or equivalent.
- Two years work experience in secretarial, data entry, and insurance billing desired.
- Experience in office management and procedures are desired.

**Certificates, Licenses, Registrations:**

- Valid Alabama driver's license with liability insurance.
- Serviceable automobile.

**Language Skills:**

- Ability to communicate to diverse populations.
- Ability to effectively present information to clients.
- Ability to communicate in large and small group settings.

**Mathematical Skills:**

- Ability to compute simple math such as addition, subtraction, multiplication and division.

**Reasoning Ability:**

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

**Other Skills and Abilities:**

- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members and program participants.
- Ability to communicate effectively with the target population.
- Working knowledge of Windows 10 and MS Office 2016.
- Knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.
- Typing test required

**Job Description – Administrative Assistant/Office Manager**  
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**Physical Demands:** *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision to operate a motor vehicle. Frequent driving is required. Extensive data entry is required and extended periods on the phone are customary. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate a computer, telephone and personal automobile.

**The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The supervisor may assign additional duties.**

REVISED 11/19/2012

*Reviewed by Board of Directors 12/3/2015*

*Reviewed by Board of Directors 01.19.2017*

*Reviewed by Board of Directors 03.15.2018*

REVISED 10/18/2022