

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – FOCUSED BEHAVIORAL SERVICES JOB ANNOUNCEMENT #17-848

POSITION SUMMARY:	<p>Part-time, non-benefited position with the Focused Behavioral Services through the California State University, Fresno Foundation. Focused Behavioral Services (FBS) is currently composed of two (2) programs that provide behavior analytic services to individuals with intellectual, developmental, and related disabilities, conducts related research, and trains graduate students matriculated in the Applied Behavior Analysis program housed within the psychology department at California State University, Fresno.</p> <p>The Administrative Assistant has responsibilities relating to all FBS programs. The Administrative Assistant reports directly to the FBS Clinical Director and Operations Manager, and will facilitate all administrative and financial processes across current, and future, FBS programs, clients and caregivers, funders, and university administrators to ensure financial and administrative success.</p>
MAJOR DUTIES:	<p>Under the supervision and guidance of the FBS Clinical Director and Operations Manager, the Administrative Assistant will be responsible for the ongoing execution of the following duties. Typical duties include, but are not limited to:</p> <p>Medical Insurance and Regional Center Billing</p> <ul style="list-style-type: none"> • Entering client information, informed and video consent, authorized purchase orders, and all additional relevant information into the Code Metro system • Following up with funding sources to ensure reimbursement for services • Sort, file, and upload documents related to billing • Review overdue accounts and follow through on collection of outstanding reimbursements • Monitor authorized services and ensure that the services are in line with the authorized purchase orders for services • Track and monitor client service hours; ensuring they are in line with authorized purchase order hours • Ensure all information and communications are HIPAA compliant <p>Medical Insurance and Regional Center Reporting</p> <ul style="list-style-type: none"> • Work with the clinical director, operations director, and BCBAs on the timely submission of assessment and progress reports • Submit progress reports based on funding source timelines • Upload reports to the Code Metro system • Monitor and update report deadlines and new purchase order for service authorizations • Ensure all information and communications are HIPAA compliant <p>Client and Staff Scheduling</p> <ul style="list-style-type: none"> • Obtain staff and client availability for the Fall, Spring, and Summer schedule of services • Work with clinical director, operations manager, and BCBAs to produce the schedule of services • Monitor and change schedule of services as needed due to staff and client availability changes • Notify clients and care providers of FBS holidays and closures • Update Code Metro system with all relevant schedule changes and communicate such changes to FBS management and BCBAs <p>Personnel and Payroll</p> <ul style="list-style-type: none"> • Work with the clinical director, operations director, and relevant university administration to track and process missed punches, split shift, and lunch penalties • Work with the clinical director, operations director, and relevant university administration to process vacation requests • Work with Human Resources (HR) for posting available new hire positions as well as collecting applications for operations director review • Work with clinical director, operations director, and BCBAs in the interviewing and hiring of new staff • Ensure all HR hiring procedures, training, and paper work are followed and submitted

	<p>Budgets and Contracts</p> <ul style="list-style-type: none"> • Work with the clinical director, operations director, and relevant university administration to create and monitor budgets and contracts • Work with the clinical director, operations director, and relevant university administration to Create monthly budget reports • Work with the clinical director, operations director, and relevant university administration to monitor and renew contracts <p>Purchase Orders and Reimbursement</p> <ul style="list-style-type: none"> • Submitting and tracking professional development and continuing education reimbursements • Submitting and tracking supply purchase order requests • Submitting and tracking drive time and mileage reimbursement requests <p>Communication</p> <ul style="list-style-type: none"> • Communicate relevant information from the responsibilities listed above with the FBS clinical director, operations director, and BCBA's • Communicate relevant information from the responsibilities listed above with clients, care providers, funders, and university administration • Communicate with potential donors and assist with all public relations and fundraising events by offering administrative support • Other duties as assigned
<p>QUALIFICATIONS & EXPERIENCE:</p>	<p><i>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.</i></p> <ul style="list-style-type: none"> • Bachelor's degree (B. A.) from a four (4) year college or university; or five (5) years related experience and/or training; or equivalent combination of education and experience. • Minimum of one (1) of more years of administrative experience • Experience working with budgets, grants, local, state or federal agencies • Must have high level of self-management and organizational skills • Must have good interpersonal skills and the ability to handle sensitive and confidential situations • Must be able to interact and communicate with a diverse group of individuals at all levels • Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database, and presentation software • Must be able to give continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines • Problem solving and initiative taking skills preferred <p>Preferred:</p> <ul style="list-style-type: none"> • Knowledge of applied behavior analysis and organizational behavior management • Knowledge of computer software applications Kronos and Code Metro • Bilingual in Spanish • Experience in speaking before groups
<p>COMPENSATION:</p>	<p>\$15 - \$20 per hour. Compensation will be commensurate and competitive with experience and qualifications.</p>
<p>DEADLINE:</p>	<p>Application review begins immediately; Open until filled.</p>
<p>TO APPLY:</p>	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com to locate and print job application. Please submit application, resume and cover letter to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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