



**TITLE: Adult Day Administrative Assistant**  
**LEVEL: Staff**  
**STATUS: Non-exempt**  
**SCHEDULE: Mon-Fri**  
**REPORTS TO: Director of Adult Day Program**

**Parker** is a pioneer in the field of long-term care and aging services. We are among the first to embrace person-directed care, small home models, and changing the conversation around aging in America. Parker is a not-for-profit organization with a mission "to discover ways to make aging manageable, relatable, and enriching for all of society" and a vision to "make aging part of life." With our tremendous growth, we are seeking an **Administrative Assistant** for the Adult Day Care at our home in Highland Park, New Jersey.

The **Administrative Assistant** is responsible for assisting the Director of Adult Day with incoming calls, inquiries, preparation and distribution of enrollment folders, applications and general mailings, scheduling/conducting tours, reports, completion of grant proposals, County and Medicaid billing. Ensure safety and security of participants, community members and guests of the Pavilion.

**ESSENTIAL DUTIES:**

The following statements reflect the general responsibilities and standards associated with the performance of this job. This description is not intended and shall not be interpreted as a comprehensive list of all tasks, duties, responsibilities, and skills required.

- Assist with incoming calls; provide superior customer service to participants and their families. Assist with all inquiries including preparation and distribution of brochures, applications and general mailings.
- Provide first level of safety for the Parker at The Pavilion Adult Day Health Services participants and Health & Wellness members.
- Greet all guests promptly and politely and ensure they follow entry/departure procedure and wear a guest badge while at Parker.
- Assist in scheduling tours and visits for prospects and professional referrals.
- Assist in emailing monthly calendars, event information to families and sponsors of participants.
- Utilize software program to assist with data entry for inquires/leads and reporting.
- Input daily census information in software program and make any necessary changes.

- Assist with admissions by inputting all required information into software program.
- Maintain all grant paperwork and Medicaid files. Assist with obtaining/maintaining other grant contracts; Veteran's Administration, State Alzheimer's Grant, Nutrition Grant.
- Assist ADHS bus drivers with walking participants to/from the Social/Medical Programs;
- Notify Director of ADHS, Health & Wellness Coordinator or HR Director as appropriate, of unusual situations;
- Notify appropriate Parker personnel promptly to come to lobby to meet visitors/vendors if they require an escort;
- Ensure automatic front doors lock upon arrival and departure;
- Answer phones promptly and correctly. Transfer calls/messages accurately to the appropriate person or Voice Mail;
- Use tone of voice, body language, and general appearance that conveys the "quality care" philosophy of Parker; • Assist Director with completion of AD employee schedules, payroll data entry;
- Maintain Adult Day (AD) Department of Health Survey Documents;
- Schedule Participant Salon appointments;
- Maintain transportation schedules for participants utilizing Accesslink and other alternate transportation options other than Parker;
- Provide accurate general information in response to visitor/caller inquiry (e.g., visiting hours, travel directions, etc.);
- Ensure confidentiality of visitors and guests in computer, paper files or 'sign-in' book; • Capable of multitasking, use computer, email, file and photocopy as required.
- E-mail notifications regarding events, lectures and programs.
- Be familiar with current & future Parker events in order to be able to respond to inquiries.
- Maintain lobby brochure racks with pertinent, timely information (i.e., business cards, Parker Press Newsletter, monthly activities calendar, etc);
- Maintain adequate supply of admission or employment applications, brochures etc. & distribute as requested;
- Maintain paper supply in machines (i.e., fax machine, copier machine, computer, printers);
- Related duties as business needs require.

#### **EDUCATION/TRAINING/EXPERIENCE:**

- High School Graduate; required
- Minimum of three years' office experience; preferred.
- Accurate typing, excellent writing skills; required.
- Computer proficiency with a working knowledge of software programs relevant to job function
- Excellent communication and interpersonal skills

**This opportunity offers the following:**

- Competitive Compensation
- Annual Bonus
- Generous Paid Time Off
- Pension Plan
- 403(b) plan
- Excellent Medical, Dental, Vision and Prescription Drug Plans
- Health Savings Account
- Company Paid Life & AD&D Insurance & Long Term Disability Insurance
- Tuition Reimbursement
- Onsite Wellness Center & Wellness Plan Reimbursement
- Onsite Child Care Center

Qualified candidates, please forward resume with salary requirements:

Email: [resumes@parkerlife.org](mailto:resumes@parkerlife.org)

<https://www.parkerlife.org/>