



Job Description

Spanish Bi-Lingual Family Support Administrative Assistant

Part-time

Position Title: Spanish Bi- Lingual Family Support Administrative Assistant

Location: Nashville, TN (Metro Center area)

Hours and Pay: 15 hours a week, \$15.00 an hour. Position is 9am- 2pm on Tuesday, Wednesday, and Thursday (some flexibility) or two 8:30am-4:30pm days

Personal Characteristics

- Must have experience and have a high comfort level in interacting with people with varying disabilities and their families
- Strong interpersonal skills
 - Friendly
 - Approachable
 - Helpful
- Able to “think outside the box” and seek out community resources
- Willingness to accept responsibility
- Open to new ideas / approaches
- Initiative and Integrity
- Maintain the confidentiality of records, files and information concerning the participants and their families.
- Willingness to make suggestions for improvement and work as a team and provide assistance to other staff when needed
- A good eye for detail

Skills Needed

- Excellent organizational skills and time management skills
- Ability to communicate professionally and cordially, even when the caller or visitor is frustrated or angry
- Familiarity with Microsoft Office, Quickbooks, and Access a plus
- Ability to create streamline processes as needed
- Spanish bi-lingual a must
- Ability to bend, push, pull, sit for extended periods of time, and occasionally lift up to 50lbs

Essential Functions:

- Greet visitors when they enter the office
- Process receipts for reimbursement
- Assist with distributing and mail reimbursements/payments to participates/vendors on reimbursement dates
- Ability to explain and answer questions regarding programs and facilitate the eligibility process.
- Fax documents to medical doctors, other agencies
- Scan records/documents into computer system
- Set up new files for program participants and vendors
- Prepare address labels as needed for mail outs

Email resume to Lorie Golden, Director of Family Support, to lgolden@arc.org