

Administrative Generalist

TIME: Full-time
BENEFITS: Health, Dental, Cafeteria Plan
WAGE: \$18/hour
STATUS: Non-exempt
REPORTS TO: Executive Director



Independence, Inc.
2001 Haskell Ave.
Lawrence, KS 66046

GENERAL JOB DESCRIPTION

This position supports the mission of Independence, Inc. by providing general support to managers across the agency. All work will be conducted complementary to the spirit and intent of the independent living philosophy.

DUTIES AND RESPONSIBILITIES

Core Service Department:

- Fill-in for Information and Referral Specialist at the front desk when on vacation or sick leave.
- Provide information and referral to individuals calling Independence, Inc. or requesting walk-in assistance in the lobby.
- Assist consumers with various applications or assistance in the public computer lab.
- Assist consumers with equipment loan bank as needed.
- Document interactions in company database for reporting purposes.
- Set up paper files for new consumers after intake.
- Assist with managing secure shred according to document retention policy.

Transportation Department:

- Fill-in for Transportation Manager when on vacation, sick, or attending training/conferences.
- Take calls and schedule rides daily as requested.
- Assume dispatch duties as necessary.
- Assist individuals with application for T Lift Lawrence Paratransit as requested.
- Open and close goals in database for new consumers and yearly for federal reports.

Financial Management Services Department (FMS):

- Run monthly Medicaid eligibility and Office of Inspector General reports and file appropriately.
- Copy and assemble Direct Service Worker applications.
- Copy and assemble new consumer folders and contracts.
- Assist with mailings/emails to consumers and care attendants as requested.
- Open and close goals in database for new consumers and yearly for federal reports.
- Filing as needed.

Administrative Department:

- Manage update of corporate strategic plan document quarterly.
- Date stamp mail daily and distribute it to staff and renter mailboxes.
- Assist with managing maintenance requests and schedule building maintenance.
- Coordinate travel and lodging accommodation for staff as requested.
- Keep appropriate records and submit required reports in a timely and professional manner.
- Maintain appropriate interpersonal relationships with employees, peers, and consumers.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma or GED.
- Demonstrated commitment and ability to work with individuals with disabilities.
- Demonstrated ability in file maintenance.
- Computer skills.
- Demonstrated written and oral communications skills.
- Ability and willingness to work cooperatively with others.
- Demonstrated knowledge of community resources.
- Ability to take initiative.

PREFERRED QUALIFICATIONS

- Qualified person with a disability.
- Bachelor's degree or equivalent experience.
- Experience working with other community agencies.
- Knowledge of disability issues faced by individuals.
- Knowledge of the independent living philosophy.

All programs and employment positions of Independence, Inc. are open to all members of the community, without regard to race, color, creed religion, national origin, sex, age, marital status, sexual orientation, economic status, or disability.

The Americans with Disabilities Act of 1990 protects the rights of people with disabilities to equal employment opportunities.

Arrangements will be made if you have a disability that requires an accommodation in completing any part of the employment process.

A request for an accommodation will not affect your opportunities for employment. It is your responsibility to make your needs known.

Call 785/841-0333.