

USC Leonard Davis School of Gerontology

**Job Posting: LifeLong Medical Care's Adult Day Health Center (ADHC)
May 9, 2006**

Job Position: ADHC Administrative Assistant
Location: Oakland, CA.

Organization Overview:

Friendly, community-based program dedicated to helping frail seniors and other disabled adults live at home and avoid hospitals and nursing homes.

Job Qualifications:

S/he will be detail-oriented, well organized, able to prioritize among many competing tasks, and able to juggle multiple tasks at once. Fluency in written and spoken English is required; Spanish language skills are a plus. Must know Microsoft Word and Excel and be able to learn the ADHC's database and patient scheduling software.

Job Description:

The Administrative Assistant is responsible for maintaining the smooth flow of our Center by coordinating patient scheduling, multidisciplinary team assessments, and transportation to and from the program. S/he is also responsible for billing, data collection and data entry, maintaining participant health records, and ordering supplies. S/he serves as our receptionist, and is responsible for answering the phones and responding to the needs of participants, caregivers and guests. The successful candidate will enjoy working as part of a team and spending time with older adults, adults with disabilities, and their caregivers.

Contact:

This is a full-time position with excellent benefits, including health and dental insurance, paid time off, and a 403(b) savings plan.

Please submit resume and cover letter to:

LifeLong Medical Care
Attn: Human Resources Department
P.O. Box 11247
Berkeley, CA 94712-2247
Fax: (510) 665-3164
jobs@lifelongmedical.org

Lifelong Medical Care is an Equal Opportunity Employer.