



POSITION SPECIFICATION

POSITION TITLE: ADMINISTRATIVE ASSISTANT
(PART-TIME: 20-25 HOURS WEEKLY)

DATE: October 5, 2022

REPORTS TO: EXECUTIVE DIRECTOR

LOCATION: MIDDLEBURY, VERMONT

OUR COMMUNITY

About Us:

The Yellow House Community (YHC) is a State licensed Therapeutic Community Residence located in downtown Middlebury, Vermont. We currently provide support to a household of four residents with intellectual and developmental disabilities and are looking to grow our program. YHC seeks individuals who are compassionate, patient, responsible, detail-oriented, passionate about working with adults with intellectual and developmental disabilities, and team players.

Job Summary

The Administrative Assistant (AA) provides administrative support to the Executive Director and Program Director to ensure the smooth functioning of the Yellow House Community. Tasks include record keeping, scheduling, emailing, compliance tracking, HR-related tasks, purchasing, and general organization. The Administrative Assistant maintains the electronic and manual filing systems. The AA is organized, flexible, and able to contend with multiple demands while maintaining high accuracy and attention to detail.

Key Deliverables:

- General Administrative Duties
 - Manage office records
 - Maintain staffing calendar
 - Schedule staff trainings and interviews
 - Complete payroll administration tasks (scan and send bills, process and track timesheets)
 - Track donations and write thank you notes
- Compliance Tracking
 - Maintain resident files: TCR required documents
 - File and organize pertinent paperwork
 - Track weekly attendance for residents
- Resident Management
 - Inventory and purchase resident personal supplies/needs
 - Schedule meetings, appointments, and family visits
 - Manage calendar for medication refills and pickups/deliveries
 - Complete meal systems support tasks (grocery list creation, weekly recipe binder creation, food inventory, etc)

- Facilities Management
 - Maintain and organize office supply closets
 - Communicate about facility issues, as needed
 - Contact and schedule visits with contractors
 - Complete light housekeeping tasks, as needed

Background/Qualifications

- 21 years of age or older required
- Two years of college or equivalent experience
- Prior administrative experience preferred
- Basic accounting skills preferred
- Criminal background clearance required
- Valid driver's license preferred
- Desire to be proactive and create a positive experience for others
- Passion for working with people with intellectual and developmental disabilities

Technical Competencies

- **Excellent Communication Skills** – Both verbal and written
- **Excellent Computer skills** -High proficiency with Microsoft Office Suite, Google docs, and other technology tools
- **Excellent Problem Solving Skills**

Behavioral Competencies

- **Builds Trust** – Demonstrates honesty and openness with team members; listens, is open to others ideas, is genuine.
- **Strong Organizational Skills** - Effectively manages time and resources to ensure that work is completed efficiently.
- **Demonstrates Self-Awareness** – knows personal strengths, weaknesses, opportunities, and limits and is open to feedback and rounding out weaknesses by utilizing the strength of others on the team.
- **Demonstrates Ethics and Values** – Adheres to an appropriate and effective set of core values and beliefs and acts in line with those values. Practices and rewards these values to reinforce the Yellow House Way.

Compensation and Benefits

- Competitive Wage
- Matching Retirement Contribution
- Paid Time Off

Contact

Please email the following to Elise Haydon, Executive Director, at elise@yellowhousecommunity.com:

- **Letter of Interest (please specify job title of interest)**
- **Resume**
- **Contact information for 2 references (phone #s)**