



Position Title	Meaning Day Administrative Assistant	Job Category	Non-Exempt
Department	Meaningful Day	Manager	Director of Meaningful Day Services
Location	Homewood Road	Travel Required	Limited
Salary Level	Administration	Position Type	Full time
Position Summary			
<p>The Meaningful Day Administrative Assistant will perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs, and managing Meaningful Day activities. Demonstrates commitment to employment as the first option for all people, regardless of ability.</p>			
Position Responsibilities			
<ul style="list-style-type: none"> • Ensure important documentation, i.e, spreadsheets, calendars, and data, is created and maintained properly • Answer phone calls and emails in a timely and professional manner • Use technology such as email, text messaging, and video chats to maintain regular ongoing, effective communication with assigned person(s), families, the agency, affiliated agencies, local businesses, transportation, and the community in general • Process end-of-month paperwork / electronic records for consistency and completeness • Utilize The Arc Howard's electronic record system to document various services and activities for billing purposes • Monitor documentation daily to ensure services provided match billing • Assist with Billing and Invoices as needed • Maintain accurate records, collecting and compiling data, and submitting records to appropriate sources in a timely fashion • Facilitate teamwork, routine communication, and positive interactions among participants, within the department, families, and other departments to ensure that participant goals are met • Demonstrate sensitivity and objectivity while respecting the opinions, perspectives, customs, and individual differences of others • Follow ethical standards of practice (e.g., confidentiality, informed consent, etc), and recognize personal limitations • Speak at staff meetings to inform staff of administrative updates • Attend meetings and webinars to stay informed of best practices and upcoming changes. Ensure the center and programming continue to comply with the CMS Final Rule. Prepare, educate, and lead staff towards change to new DDA Meaningful Day Services and fee-for-service billing in LTSS Maryland. • Oversee the completion of Maryland Data twice per year • Prepare written summaries of data when needed • Perform Other Duties as assigned 			
Education & Experience Requirements			
<ul style="list-style-type: none"> • At least 18 years old 			

- GED or high school diploma
- Technical knowledge to operate a computer and a smartphone to perform essential job functions
- Experience working with people with intellectual disabilities
- Valid Maryland driver's license and daily access to an insured vehicle to travel
- Ability to complete all COMAR and agency-required training

Required Skills and Abilities

- Clear and effective oral and written communication skills
- Time management and customer service skills
- General understanding and use of Microsoft Office applications, particularly Excel

Work Environment

This position operates in a professional office environment and out in the community. This role routinely uses standard office equipment.

Work Schedule

This position is Full-time, 40 hours per week. A typical work schedule is Monday through Friday during The Arc office hours from 8:30a-4:30p with some flexibility to accommodate occasional meetings or calls outside regular office hours.

Reviewed By:		Date:	
Approved By:		Date:	
Noted By:		Date:	

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Arc Howard County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, age, disability, sexual orientation, religious and or political beliefs. We recruit, employ, retain, compensate, train, promote, discipline, terminate and treat all employees and job applicants based solely on qualification, performance and competence.

Proposed revisions April 2025