



POSITION VACANCY ANNOUNCEMENT

Position: Wellness and Transportation Administrative Assistant
Starting Salary: \$15.00/hour
Posting Date: February 27, 2024

Department: Senior Center
FLSA Status: Non-Exempt
Closing Date: Open Until Filled

Job Summary:

This position is responsible for offering support and performing administrative duties for the Wellness Center and Transportation.

Major Duties:

- Prepares nutrition education session handouts no less than once a month.
- Maintains wellness logs and prepares a monthly report of activities and participation.
- Provides basic Gerontology programs and services offered for older adults.
- Checks in clients for daily programs and activities.
- Ensures clients are logged in to the wellness system to allow for accurate tracking and statistical data.
- Directs clients to program area and answer questions as necessary.
- Oversees programs and building when Coordinator is absent or away.
- Maintains bulletin boards with current updated materials.
- Enters new clients and adds to existing schedules; communicates to driver's daily information.
- Creates and inputs daily recurring schedules.
- Creates and inputs daily one-off trips as requested by clients for medical appts, therapy, quality of life trips, and group trips.
- Approves and ensures daily trips were offered and executed.
- Enters and maintains daily logs for mileage and hours driven.
- Runs monthly billing reports using excel and word.
- Coordinates driver training requirements and ensures training is maintained and current.
- Assists in providing documentation for annual audits related to drivers and vehicles.
- Coordinates service with the fleet department and coordinates with drivers.
- Performs other related duties as required for the efficient operations of the department.

Minimum Qualifications:

- Possession of a high school diploma or equivalent.
- One to two years of experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position.
- Or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.