



NOTICE OF JOB VACANCY

RSVP Case aide

DUTIES AND RESPONSIBILITIES:

Performs general duties: type letters, forms, correspondence, reports and other program documents and assembles various records and manuals as assigned. Handles RSVP general telephone inquiries and forwards calls to appropriate staff; Handles confidential data in accordance with AOoA policies. Data entry; maintains and updates computer information and reports as necessary. Runs reports, compiles, and statistical reports and compiles documents for RSVP records for supervisor and staff. Monitors office equipment and supplies(s). Faxes reports, memos, letters, and other materials as requested. Maintains files and filing systems, duplicates, sorts, and collates documents; reduces active record files as needed. Handles routine mailing for RSVP staff and supervisors. May include travel to the post office. Complete organizational activities under supervisory direction. Performs other appropriate duties as assigned by the supervisor. This position reports directly to the Program Supervisor and works under their supervision. The Program Supervisor is responsible for supervision and evaluation. This position has no supervisory authority.

QUALIFICATIONS

Two-year Associate Degree in Social Services, Business or Medical Assistance preferred, and two years' experience in a human service or medical setting. Excellent computer and data entry skills required. Good written and oral communication skills required. Position requires ability to interact with professionals.

SPECIAL REQUIREMENTS AND CONDITIONS

The position shall be terminated if funding is not available for the RSVP Program.

Valid driver's license, insurance, reliable transportation, successfully passing criminal background check, and drug/alcohol screening. Excellent Benefits.
EEO/AAP, Bilingual and minority applicants encouraged to apply.

Submit resumes to:
Samuel H. Hancock Ed.D.
Human Resources Manager
Area Office on Aging of NW Ohio, Inc.
2155 Arlington Avenue
Toledo, Ohio 43609

