PURPOSE

The Planning/System Development Unit consists of the monitoring and planning of public Behavioral Health Adult and Children programs in Cuyahoga County. Under the supervision of the Director of Programs, performs administrative and secretarial support duties to the Planning and System Development division staff that may include a variety of Medical, Nursing, and Social Services staff such as Social Workers, and Nurses. Duties will include typing, photocopying, faxing, appointment setting, filing, minutes and other secretarial duties, and operation of various office equipment and use of computer programs in order to process correspondence and reports of the ADAMHS Board. Assists the supervisors and departmental staff in carrying out day-to-day tasks. Maintains information in accordance with applicable rules and procedures regarding confidentiality.

DUTIES AND RESPONSIBILITIES

1. Produces reports, spreadsheets, contracts, manuals, correspondence and other information using appropriate software, stored information, and rough drafts of materials.

2. Assists staff in presentation of written work, proof work and returns completed material to originator in a timely manner.

3. Maintains efficient records including, but not limited to, computer files, databases such as Excel, and information related to departmental projects.

4. Assist division staff with scheduling ongoing meetings, maintains email distribution lists, sends out meeting reminders and attends ongoing meetings as needed to provide administrative support.

5. Coordinates the Provider Service Plans (PSP) process which includes electronic receipt of plans, filing, tracking, and approval response.

6. Maintains records of all OhioMHAS Class Two Residential Facility applications submitted to the ADAMHS Board.

7. Attends day and periodic evening meetings as requested. Takes meeting minutes, assembles meeting agendas, and assembling written materials for meetings as requested, transcribing minutes and taking dictation as assigned.
8. Maintains forms and internal database for Behavioral Health Juvenile Justice Project. Assists with data packet assignment numbers and tracking with corresponding Care Coordination agency and reviews incoming forms for completeness before forwarding to evaluator of research. Attends planning and quarterly Behavioral Health Juvenile Justice meetings.

9. Provides backup support in absence of the AA II in the Clinical Unit including Probate tasks, faxing and correspondences.

10. Provides backup and assist in other parts of the organization to assume smooth operation of the ADAMHS Board function as needed.

11. Corresponds with records retention organization for pick up and delivery of documents in accordance with the ADAMHS Board policy.

12. Assists in the coordination of travel arrangements, conference registration, and expense reimbursement.


14. Orders and distributes office supplies to Departmental staff and maintains inventory of materials. Assists staff in processing purchase orders for meetings/conferences and trainings.

15. Provides backup support as requested, including backup support for the Receptionist.

16. Maintains current knowledge of software upgrades.

17. Performs special projects as needed or assigned.

18. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

High School Diploma or equivalent with proficiency in computer skills, typing and use of office machines (faxes, copiers, printers, etc.).

Two years experience in office procedures.

Must be a self-starter, assertive, able to follow directions and demonstrate a high level of problem solving skills.

Must be detailed oriented.

Must be proficient in Microsoft Office.

Must be able to enter data into electronic information system.

Ability to take minutes of meetings. Ability to attend periodic evening meetings as requested.

Ability to handle multiple tasks and work independently in preforming AA duties and tasks. Ability to proofread for detail and accuracy of content and form.

Good verbal and written communication skills.

Good interpersonal skills.
PREFERRED QUALIFICATIONS
Associate Degree.
Short hand or speed writing experience.

PHYSICAL DEMANDS
Traditional office position which may require ability to use and operate office equipment and machines such as computer, telephone, fax machine, copy machine, adding machine and other equipment required to successfully perform the essential duties of this position.

WORKING CONDITIONS
No adverse working conditions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change in accordance with the needs of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder’s responsibility.

EMPLOYEE ACKNOWLEDGMENT
I have read this position description and discussed it with my supervisor.

_________________________  ____________
Employee  Date

_________________________  ____________
Supervisor  Date