



Adult Services Office Coordinator  
*Job Description*

**Job Classification:** Non-Exempt, Full Time (30 hours)

**Work Schedule:** as negotiated in employment letter

**Reporting Relationship:** Director Adult Services

**Primary Accountabilities:**

The primary function of the Office Coordinator is to provide clerical and transportation coordination for the Capper Foundation Adult Services management staff. The Office Coordinator deals with a diverse group of internal and external customers while planning, prioritizing, and organizing a diversified workload and updating office practices and procedures.

**Major Duties:**

- Communicates verbally and electronically with people receiving services, their family members, guardians, agency staff and other community providers.
- Responsible for referrals, tours, and intake process.
- Provides administrative support to adult services staff, including organizing, filing, creating spreadsheets and maintaining appropriate paperwork related to Adult Services programs.
- Assists people supported and/or guardians to complete and submit Medicaid, Vision, and Social Security benefits paperwork as applicable.
- Creates and designs charts, tables, graphs, and other materials. Proofread for spelling, grammar, and layout updates as appropriate.
- Establishes, maintains, and updates the electronic and paper filing system.
- Utilizes and maintains web-based systems for people supported documents including leases, THA, and others rental management.
- Complete special projects as requested.
- Manages confidential information, works independently and as a team.
- Performs all other duties as assigned.

**Qualifications:**

- High School diploma required. Associates degree preferred.
- Three (3) years' clerical and accounting experience preferred.
- Extensive use of Microsoft Office products (Word, Excel, and Outlook), computerized general accounting, and payroll programs.
- Maintain a valid Kansas Driver's License with an acceptable driving record.
- Read, write, and speak fluent English.
- Pass background checks and drug tests per agency procedures.
- Knowledge of Microsoft Office and ability to learn agency specific software required.

**Training Requirements:**

- Must complete and maintain training per adult licensing requirements to maintain employment, including, but not limited to: Abuse, Neglect and Exploitation, Individual Rights and Responsibilities and Emergency Preparedness.



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**Physical Demands:**

- Ability to read computer screens for an extended period.
- Frequent bending, standing, or sitting.

**Work Environment:**

- Direct contact with individuals who are severely physically and/or developmentally disabled and who may exhibit unpredictable behavior and uncontrollable outbursts. The physical characteristics of the work environment are such that noise and odor control procedures are required. May work with individuals with Hepatitis B and/or other blood borne pathogens.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date