



## **Wellness Administrative Assistant**

Requisition # CLS-WAA-2502-12

Closing Date: Open Until Filled

Classification: Hourly

Salary Range: \$2,839.00 – \$5,752.00/Month

### **Purpose:**

Under the direction of the **Deputy Executive Director**, and the **Wellness Manager**, the **Wellness Administrative Assistant** plays a vital role in supporting the coordination and administration of services for individuals with developmental disabilities supported by Westside Regional Center (WRC). This position ensures seamless scheduling of referrals, while providing essential resources and support to Quality Assurance and Clinical teams.

### **Nature of Work:**

- Coordinates referrals, as well as scheduling and tracking of visits for individuals supported by WRC with designated staff and consultants including, but not limited to, psychiatrists, physicians, OT/PT/Speech therapists, and nurses.
- Secures all administrative requirements necessary, prior to the appointment dates. This includes reviewing referral requests for appropriateness, preparing necessary documents, and communicating with all parties about the appointments.
- Schedules, coordinates attendance, and take notes during Clinical Staffing meetings, as well as follows up on recommendations from the team.
- Assists in providing resources and support to people supported by WRC, their family members, service coordinators, and vendors. This includes help with follow-up appointments and referrals.
- Works as part of a team and assists Clinical and Quality Assurance teams with department logistics, including maintaining staff schedule, arranging meeting facilities, requesting medical records, updating documents, scheduling interpretation/translation, supporting department staff with technology, and other office needs.
- Provides administrative support to the grant/special project teams by obtaining records, booking meeting rooms, assisting in data entry, and scheduling training events.



- Maintains knowledge of, and information about, community health resources and referrals for WRC clients and their families, and establishes relationship with these resources, when appropriate.

**Requirements:**

- Minimum bachelor's degree or an associate degree with at least two years of administrative work experience. Medical Office/Clinical experience is a plus. Applicants with a background working with individuals with developmental disabilities are highly sought.
- Excellent verbal and written communication skills, including strong organizational and interpersonal skills.
- Computer proficiency, particularly Microsoft Word, Excel and the ability to learn new medical management applications quickly.
- Demonstrated ability to work effectively with people of diverse races, ethnicities, ages and sexual orientations in a multicultural environment.
- Proficiency in Spanish preferred.

This position is based in the office/onsite daily; however, remote work may also be available. This is a full-time, non-exempt role and hours may vary based on the needs of the Westside Regional Center.

WRC is an equal opportunity employer. Further, WRC will consider qualified applicants with criminal histories for employment in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Submit your resume to [Jobs-WRC@WestsideRC.org](mailto:Jobs-WRC@WestsideRC.org) and reference the Requisition Number and Title in your email.