



Delta Gamma Center for Children
with Visual Impairments

Administrative Assistant – Early Intervention

POSITION SUMMARY

The Administrative Assistant for Early Intervention at the Delta Gamma Center is part of the team that provides educational and therapeutic support to meet the learning and developmental needs of children who are blind or visually impaired and their families. Our service model is family-centered and involves a holistic, multidisciplinary team approach to bringing critical resources to children, their families, and caregivers.

This position provides support to the Director of Early Intervention Services. The primary responsibility of the position is in supporting the client referral, intake, and billing processes to ensure 1) accuracy and completeness of records and 2) timeliness in gathering and processing records and in responding to families, service coordinators, doctors, and other professionals.

RESPONSIBILITIES

- Supports client intake by scheduling initial assessments and evaluations
- Confirms proper billing authorizations for client services
- Distributes evaluation reports to appropriate professionals
- Researches issues related to claims entry and billing
- Completes data entry in client outcomes database management system
- Assists with maintenance of client files
- Prepares information required for grant reporting
- Supports purchasing and inventory of early intervention supplies and equipment, including loan libraries
- Performs other administrative duties as requested

QUALIFICATIONS

- Bachelor's degree or equivalent professional experience
- Understanding the early intervention system in Missouri and/or Illinois preferred
- Outstanding attention to detail and commitment to accuracy and completeness of records
- Strong interpersonal and customer service skills in person, over the phone and in email to effectively work with families from diverse backgrounds and medical and other professionals
- Capable of learning complicated processes and critical thinking skills needed to respond to each unique situation
- Able to organize and prioritize tasks effectively, function independently, and seek supervisory consultation when necessary

- Able to represent the agency in a professional and mature manner; able to maintain confidentiality and show discretion with sensitive information and situations
- Strong computer/technology skills
 - Proficiency with Microsoft Office Word and Excel required, competence with Outlook and PowerPoint a plus, and
 - Experience with data management systems and web-based systems desired
- Able to work cooperatively and effectively with program and administrative staff

REPORTS TO

Director of Early Intervention Services

TERMS OF EMPLOYMENT

- Part-time, 10-18 hours per week
- Background check, drug screen and health certification completed upon offer of employment

THE DELTA GAMMA CENTER FOR CHILDREN WITH VISUAL IMPAIRMENTS

The mission of the Delta Gamma Center for Children with Visual Impairments (DGC) is to help children who are blind or visually impaired reach their full potential through family-centered, specialized services and community support. DGC is a private nonprofit organization located in Richmond Heights, in the central corridor of St. Louis, Missouri, serving families within a 50-mile radius in Missouri and Illinois.

Founded in 1951, DGC provides comprehensive home and community-based early intervention services for children from birth to three years of age and their families. Our teachers and therapists address the complex needs of our clients through a team-based, holistic approach.

In addition to early intervention services, families of children of all ages find reassurance and valuable resources through individual and group family support services. Children ages three through high school participate in our group recreation and developmental support program, designed to develop social and independence skills and participation in community activities.

DGC also provides vision screening services throughout the service area to infants and preschoolers for early detection of vision issues as well as community engagement initiatives directed at increasing acceptance, inclusion and accessibility.

Learn more at www.dgckids.org.

To apply, email a resume and cover letter to employment@dgckids.org.