



**Position Title:** Administrative Support – Independent Living    **Number of Positions Available:** 1

**Purpose:** Oversee the management of client files in the medical records system. Promote success of the Independent Living team through gathering, documenting and preparing documents and information.

**Location:** Cleveland Sight Center, 1909 E. 101<sup>st</sup> Street, Cleveland, OH 44106

**Key Responsibilities:**

- Serve as the primary individual responsible for scanning and uploading an assigned set of documents into the medical record system.
- Assist with conducting successful surveys.
- Prepare frequently used packets.
- Other relevant duties as assigned.

**Qualifications:**

- Detail oriented with strong organizational skills.
- Strong communication skills.
- Experienced in operating office equipment including copier, scanner and computer.
- Familiarity with medical records or data bases.
- Computer skills including scanning, copying, uploading and file management.
- Willingness to collaborate with CSC staff or work autonomously as needed.
- Committed adherence to HIPAA.
- Past experience managing HIPAA or related private client information preferred.

**Commitment:**

- Occurrence: regular 3 hour weekly commitment during agency business hours (M-F 9AM-5PM).

**Age Requirement:** 16 +

**Dress Code:** Business Casual

**Training:**

- Volunteer Orientation at Cleveland Sight Center.

**Volunteer Signature:** \_\_\_\_\_