



AIC Job Description

Job Title: Administrative Assistant (ABA Program Assistant)

Reports to: Chief Behaviorist

About the Autism Impact Circle:

We are an applied behavior analysis (ABA) start-up, we provide home and community-based applied behavior analytic services to individuals with special needs or autism spectrum disorder. We are based in Spokane, Washington, and also provide services in the Bay Area of California.

Duties and Responsibilities:

- Manage short and long-term client scheduling, interview scheduling, and other meeting scheduling and meeting support for the executive team
- Provide client-related communication to caregivers and the program team as appropriate and as instructed
- Manage employee time-off requests and changes in availability and associated coverage
- Answer and return calls, record and report messages
- Arrange domestic travel and submit expense reports
- Manage administrative email inboxes
- Create and maintain presentations, announcements and other organizational documents across Google Suite, PowerPoint, Word, Active Campaign, and more, within required time frame
- Maintains record keeping, information updates, and electronic filing across systems
- Conduct new employee orientations
- Onboard new employees across systems
- Onboard new clients across systems
- Monitor employee certifications
- Manage all non-clinical employee inquiries/support and as otherwise assigned
- Communicate clearly, and effectively across all levels of the organization (i.e. employees, clients, and other stakeholders)
- Multi-task and prioritize a wide range of projects in a fast-paced environment
- Participate in staff trainings and staff development days
- Attaining and achieving position competencies in relation to role responsibilities, meeting quarterly goals
- Participate in special projects
- Perform other duties as assigned

Qualifications:

Minimum Education, Experience & Training Equivalent to:

- Bachelor's degree, preferred
- Knowledge applied behavior analysis (or willingness to learn quickly)
- Sensitivity to working with an ethnically, linguistically, culturally, and economically diverse population
- Ability to communicate effectively verbally, and in writing, and ability to hear
- Type 60 wpm
- Ability to maintain confidentiality and exercise discretion pertaining to all client information



- Ability to appropriately interpret and implement policies, procedures, and regulations of The AIC
- Demonstrate good judgement and decision-making skills
- Skilled in computer systems including Google Suite
- Ability to travel to multiple work sites; reliable transportation required, proof of US valid driver's license and current auto insurance
- DOJ and FBI Clearance; Clean Record
- Must be timely, reliable, and committed to a long-term employment
- Must be a self-starter, able to work independently, desire and ability to "wear multiple hats" in a start-up environment

Working conditions:

- Remote, from home

Physical requirements:

- Driving (to and from community meetings and client homes)
- Occasional lifting, carrying, and loading/unloading toys and materials up to and including 25lbs to 50lbs used in home/community-based visits
- Ability to utilize computer, cell phone (iPhone) and other forms of technology
- Must be able to communicate effectively and professionally within the virtual and actual workplace, read and write using the primary language (English) with the workplace

Direct reports:

None