

REGIONAL CENTER OF THE EAST BAY
JOB DESCRIPTION

POSITION TITLE: E.S. Intake and Assessment Secretary - Bilingual in Spanish

SALARY RANGE: \$1,782.50 - \$2,359.83 Bi-weekly
\$46,345.00 - \$61,355.58 Annual

REPORTS TO: Early Start Intake and Assessment Supervisor

LOCATION: San Leandro, CA

RESPONSIBILITIES:

1. Receives all referrals to RCEB from parents, professionals, and the general public.
2. Retrieves and returns all phone calls left on intake and referral phone line.
3. Gathers demographic information from parents (or referral source) of child being referred, as well as concerns parents (or referral source) have with the child's development.
4. Checks email inbox and sends email confirming receipt of intake and requests additional information.
5. Creates annual log (Excel file) and sheet of statistics.
6. Checks all referrals in both internal and statewide SANDIS to see if child is already in the system.
7. Documents all referrals received in annual log.
8. Requests cases from transfer coordinator if child already has a UCI# at another Regional Center.
9. Documents all calls received in call log.
10. Schedules appointments for all intakes and assessment clinics, and documents attempts to call parents.
11. Inputs information in Outlook calendar.
12. Makes sure information is accurate on face sheet; if not, makes changes in SANDIS as necessary.
13. Prepares intakes for scanning.
14. Scans all intakes and sends them to supervisors, support staff, and assessors.
15. Saves all intakes scanned into Distribution Log.
16. Keeps track of cancelled and scheduled appointments, and emails parties involved if/when there are changes.
17. Keeps assessors' schedules current and makes changes as needed.
18. Keeps Vendor Tracking File updated.
19. Participates in community outreach and education activities as assigned.
20. Handles Early Start intake email/fax/mail.
21. Performs other clerical duties as assigned.
22. Files electronic and paper documents.
23. Maintains confidentiality and adheres to HIPAA regulations.

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QUALIFICATIONS:

1. Display willingness to acquire new skills.
2. Accuracy and attention to detail a must.
3. Must meet productivity and accuracy standards.
4. One year office experience.
5. Type 40 wpm.
6. Experience in troubleshooting office equipment.
7. Ability to lift 40 lbs.
8. Ability to work effectively with supervision and as part of a team.
9. Ability to operate a computer and scanner.
10. Detail-oriented, with ability to multitask in a fast-paced environment.
11. Working knowledge of Microsoft Office Suite particularly Word, Excel, and PowerPoint preferred.
12. Working knowledge of Zoom and DocuSign.
13. Ability to understand and follow oral and written directions.
14. Bilingual in English and Spanish (read, write, and speak).
15. Demonstrate cultural awareness and sensitivity, including ability to work effectively with culturally diverse populations.