



Senior Care Foundation Job description

Position: Document Control Specialist
Hours/Classification: Part Time 10-15 hrs /week
Reports to: Case Management Director
Date Reviewed: May 2022

Agency Description

Founded in April 2011, the Senior Charity Care Foundation is a non-profit organization dedicated to improving the quality of life for our elders in need. The foundation assists low-income seniors 55+ residing in care facilities and senior apartments along the Wasatch Front who require health care services such as vision (eyeglasses), hearing (hearing aids), and dental care. We are a mobile operation and bring all the equipment needed to host dental and vision clinics at senior housing facilities.

Transportation and cost are the biggest barriers preventing seniors from getting the help they need. By providing low-cost, high-quality services directly where seniors live, the Senior Charity Care Foundation makes it possible to improve the quality of life for our elders in need.

We are a relatively small but growing non-profit organization with around ten employees and we are looking for someone like you to join our caring team. Please visit our website to see our clinics live in action as well as hear some of the heartwarming stories about the seniors we serve. If you want to feel good about the work you are doing and to know you have made a difference in the world by positively changing the lives of those deserving seniors in your community, then please apply.

Job Description

As a Document Control Specialist, you will be responsible to securely manage documents and private information, while inputting it into multiple databases. You will also generate content or reports that are accurate, appealing, and easily understood.

Duties (typical, but not limited to):

- Coordinate with team what documents are needed
- Data entry and account maintenance
- Creating/updating forms/ledgers/files/etc
- Recognize inconsistencies in the data

- Scanning/Printing/Emailing
- Making and receiving phone calls
- Reconciliations
- Supports Foundation management with administrative functions
- Other duties as assigned

Qualifications:

- Computer literacy and general knowledge of software programs (Microsoft and Google Suites)
- Superb organizational and time-management skills with the ability to work independently with limited supervision
- History of meeting deadlines
- Strong attention to detail
- Ability to work with people at all levels within an organization
- Ability to effectively communicate with people from multicultural backgrounds and socio economic levels
- Proficient in obtaining/correcting data as needed
- Must carry automobile insurance and have reliable transportation
- Must be able to pass a criminal background check
- Must be willing to travel throughout the Salt Lake City area and neighboring communities

Preferred Skills:

- A second language
- Knowledge of dental/vision terminology

Salary & Benefits:

- Starting at \$16/hr dependent on personal qualifications and experience
- 10-15 hours per week, as needed. Generally M-F between the hours of 8am -6pm. Some tasks can be completed during different hours as long as the deadlines are met.
- Flexible scheduling.
- Part time, may increase as the organization grows.
- Phone reimbursement up to \$50

Location & Travel

- 75/25 home/mobile site hybrid
- The majority of work will be done from home following agency orientation. Necessary office equipment (laptop, etc) will be provided. There will be times that require the individual to be onsite at senior locations to gather or input the necessary documents.