



**Job Announcement for  
Respite & In-Home Services Program Assistant**

**Description:** Senior Connections, the designated Area Agency on Aging for the City of Richmond and seven surrounding counties, is seeking a Part Time Assistant for the Respite & In-Home Services Program. This position will provide administrative and program support for Adult Day Care, Personal Care, Homemaker and Respite Services; does related work as required.

**Duties Include:** Setting up digital client files entering client information, assessments, case notes and scans in required documents. Coordinates with Agency Care Coordinators on referrals; updates case information and sends authorizations to home care providers. Audits client files and responds to questions from clients and providers. Contacts day care providers about assessments, reassessments and other required forms.

**Requirements:** Any combination of education and experience equivalent to graduation from high school is required. Three years of clerical, data entry and/or billing experience is needed.

**Salary:** Beginning salary range \$15.00 to \$18.00/hour; commensurate with education and experience.

**Benefits:** Up to 15 paid holidays, plus 2 paid Personal days per year. Accrued annual and sick leave. MDLive, virtual doctor subscription and EAP. Portable Life insurance and Legal Shield. Six months benefits eligibility period for PT hourly employees.

**Process:** Submit a cover letter and resume by **Friday, April 28, 2023** at 5:00 PM, EST by **email** to [mmitchell@youraaa.org](mailto:mmitchell@youraaa.org).