



Special Education Association of Peoria County
4812 W. Pfeiffer Rd.
Bartonville, IL 61607
309-697-0880

SEAPCO CLERICAL PERSONNEL

Records Specialist

Position Reports To:	Director
Terms Of Employment:	Full-time 12 Months
Qualifications:	Two to three years of administrative assistance experience is desired. Prior experience with Embrace and Yellow Folder preferred. Must possess the knowledge to perform all duties. Displays pleasant and courteous phone and personal manners in handling and fielding phone and walk-in communications. Needs to work efficiently and independently when delegated duties by SEAPCO Management. High school diploma or GED required. Must have good organizational skills, excellent math ability, excellent communication skills, proficient in MS Office (and relevant software). Highly proficient with G Suite (Gmail, Calendar, Docs, Sheets, Forms, Slides, etc.), data-management systems, bulk email tools, and other office software. Attendance is an essential function of the position. Must maintain confidentiality.
Salary and Benefits:	Will be discussed with the final candidate.
Start Date:	As soon as possible to allow for training.

SPECIFIC DUTIES & RESPONSIBILITIES ARE AS FOLLOWS:

- 1) Embrace DS; Medicaid billing and correspond with staff and districts
- 2) Organize records in Yellow Folder and correspond with the Yellow Folder Representative
- 3) Maintain referral database and correspond with staff regarding weekly reports
- 4) Key Communicator for the Embrace Program; maintain data entry
- 5) Enter time-out restraint forms for each district and correspond with staff; send electronic folders to the districts at the end of the school year
- 6) Maintain data entry for the 504 Plan information into the Embrace Program; correspond with the districts
- 7) Maintain all SEAPCO forms & SEAPCO website
- 8) Other duties assigned by SEAPCO Management