

Early Intervention Administrative Assistant

Program: Pediatric Therapy

Hourly/Salary: \$26.00/ hour

Reports To: VP of Pediatric Therapy

Effective Day: 7/10/2026

ABOUT STRIVE

Strive Northwest is a nonprofit that has been serving some of Clark County's most vulnerable populations since 1963. Our programs serve children and adults with disabilities, low-income children, adults, families, and the general public.

CORE VALUES

We're all in

We show up, work hard, and take personal responsibility in everything we do. We have the courage to say and do the difficult things. All while staying true to our word and kind to ourselves.

We go beyond

We're passionate about pushing boundaries and respectfully challenging assumptions. We're flexible and willing to take risks. Together we'll do more than anyone though possible.

We build community

We embrace our differences and welcome one and all in a safe, trusting place. We're inclusive in our relationships. We build connections that make our community stronger.

MISSION

We deliver innovative programs that give opportunities for children and adults in our community to become more self-reliant through therapeutic, educational, and employment services.

LEADERSHIP PHILOSOPHY

Leaders at Strive Northwest inspire enthusiasm and accountability that drive our mission. Leaders build engagement and communicate honestly and openly. By rallying everyone around our shared vision, Leaders model and expect the best from individuals and teams.

AAP/EEO STATEMENT

Strive Northwest provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



Early Intervention Administrative Assistant

SUMMARY

The EI Administrative Assistant provides administrative support to the Pediatric Therapy Early Intervention program. This position is responsible for maintaining internal data and tracking systems for our client Intake through Discharge processes while ensuring compliance with program and contractual requirements for our Washington State Early Support for Infants and Toddlers program.

SUPERVISORY RESPONSIBILITY

none

COMPETENCIES

- Intermediate to advanced computer skills in a Windows and Office 365 environment including proficiency in Excel
- Organizational efficiency
- Clear and collaborative communication
- Ability to juggle competing priorities
- Detail and task-oriented
- Ability to self-manage timelines and workflow

ESSENTIAL FUNCTIONS

- Administer the Early Intervention client referral and intake process
- Data entry with a high level of accuracy and efficiency within multiple software programs
- Administer Early Intervention program paperwork, ensuring completion of all requirements, may include travel to client homes
- Verify and input demographic, insurance, and primary care information into electronic medical record
- Schedule and process Early Intervention evaluations
- Ensure Early Intervention client timelines are met; ESIT monthly count reports and school district paperwork submitted as required
- Maintain a high degree of client and employee confidentiality under HIPAA standards
- Serve as liaison to billing team
- Provide back up to scheduler or another admin as needed
- Provide administrative support to VP of Pediatric Therapy as needed
- Provide a broad range of support to program management and employees
- Attend and participate in meetings and trainings as directed

WORK ENVIRONMENT

Indoor clinic setting with ambient room temperature; lighting; moderate noise typical of children's activities and communication; equipment traditional of an office or therapy clinic setting.

POSITION TYPE AND EXPECTED HOURS

Non-exempt. Full-Time, 30-32 hours
Monday -Thursday 8:00-4:30 in our Pediatric Therapy Clinic

TRAVEL

Occasional travel within Clark County

PHYSICAL DEMANDS

This is largely a sedentary role, with most of the duties performed on a computer or phone. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.



REQUIRED EDUCATION, CERTIFICATION(S), & EXPERIENCE

- Bachelor Degree in Education or related field required
- Prior administrative experience required
- Experience working with children and families within Early Intervention programs
- Strong computer skills with an emphasis on Microsoft Office
- Ability to multi-task, prioritize, problem solve and meet expected deadlines with attention to details
- Current First Aid and CPR qualification or ability to obtain certification within 30 days
- Must pass a criminal history background check

SIGNATURES:

Manager_____

Date_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____

Date_____