



JOB DESCRIPTION

Job Title: Day Program Administrative Assistant

FLSA Status: Salary Exempt

Reports To: Day Program Director

Date: February 2026

The mission of Cornerstone Ranch is to empower adults with special needs to live the abundant life they were created for. Cornerstone offers a residential home and day program for adults with developmental disabilities.

Our vision is to change the way people with disabilities are cared for in North Texas by presenting a replicable model that is professional in care, pure in its service and founded on faith.

JOB OVERVIEW

The Day Program Administrative Assistant works alongside the Day Program Staff and the Day Program Director in providing an enriching, loving and safe environment for adults with special needs who participate in the Cornerstone Ranch Day Program. The primary function of the Day Program Administrative Assistant is to support the Day Program Director, staff and Ranchers through administrative support and direct care.

The Day Program Administrative Assistant is expected to uphold the faith-based values and goals of Cornerstone Ranch, remembering that our focus goes beyond humanitarian service as we try to meet the spiritual needs of our community.

WORK EXPECTATIONS

- Full Time position 40 hours per week
- Work hours are typically 8:30 a.m. to 4:30 p.m. Monday - Friday plus additional hours for staff meetings, staff retreat, program planning, staff and volunteer training, event support, etc.
- Pay Range: \$30,000 - \$50,000 depending on experience
- Able to maintain multiple ongoing projects effectively
- Attend all staff meetings and annual staff retreat
- Follow all policies and procedures to a high degree of integrity
- Able to maintain accurate records including Rancher observation notes, MARs, I&A Reports, charts, etc.

Day Program Administrative Assistant

- Maintain Rancher confidentiality and privacy
- Consistently displays the personal qualities of integrity and credibility with a commitment to and passion for the Cornerstone mission
- Monitor and support staff, Ranchers and their families in a compassionate manner
- Attention to detail

RESPONSIBILITIES

ADMINISTRATIVE

- Ensure all Rancher files are current, complete and properly maintained.
- Lead in maintaining required program documentation.
- Complete and maintain medication records.
- Prepare and communicate weekly program schedules.
- Use and maintain program software to support daily program operations.
- Assist with routine software and technology maintenance.
- Other administrative tasks and duties as assigned by the Day Program Director.

PROGRAM SUPPORT

- Assist and support the Day Program Director with staff support, projects and tasks as needed.
- Provide assistance and support to staff in the areas of educational and spiritual learning techniques, technology use and other needs as they arise.
- Assist the Program Director in safety related tasks such as monitoring medication inventory, emergency backpacks and safety drills.
- Provide coverage and additional support in Rancher groups and activities as needed.
- Assist the Program Director in the coordination of substitutes and volunteers to ensure program continuity.
- Assist the Program Director in timely program related purchases within budget guidelines.
- Assist with training: including new staff onboarding, program specific training, volunteer, substitute and other training as assigned.
- Assist with new Rancher orientation and onboarding.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies.

- See attached list.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree (B.A.) from a four-year college preferred. Will consider an Associate degree or high school diploma/GED with 2+ years of administrative, office support, or related experience. Equivalent combination of education and relevant work experience (paid or volunteer) will be considered.

LANGUAGE SKILLS

- Ability to read and interpret and write documents such as safety rules, operating and maintenance instructions, lesson plans and procedure manuals.
- Possess excellent verbal and written communication skills to write routine reports and correspondence within the Day Program and the Community.

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Understands and can implement basic instructional methods.
- Ability to analyze situations and make program changes in a timely and effective manner.
- Ability to be calm under pressure.
- Ability to stay organized and prioritize program / task needs in an effective manner when changes occur.

OTHER KNOWLEDGE, SKILLS OR ABILITIES

- Demonstrate care, compassion, and patience when working with adults with special needs.
- Passionate about ensuring that each participant in the Cornerstone program is afforded the guidance, assistance and opportunities needed to reach their highest potential.
- Have experience (volunteer or paid) working with adults who have intellectual or developmental disabilities. Experience working in a group setting is a plus.
- Demonstrates outstanding organizational skills, flexibility and adaptability.
- Proficiency in using a variety of technology applications including Google Drive and Microsoft Office Suite.
- Current driver's license, acceptable driving record and valid car insurance required.
- Have a clear background check with no related offenses that may jeopardize the integrity of our program.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must frequently lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

Day Program Administrative Assistant

- This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required of the supervisor.

ACKNOWLEDGED: Employee

Printed Name

Date