

Rothkoff Law Group is seeking a dedicated and proactive Elder Care Coordination Legal Assistant to support our Elder Care Coordination Team in our Trevose, PA office. This position offers the potential for growth within a supportive and dynamic team environment.

Duties and Responsibilities:

- Schedule, reschedule, and confirm all appointments
- Scan, copy, and link documents to the firm's internal electronic record-keeping system
- Maintain data base of Professional Partners and contacts
- Transcribe dictation, format, finalize, and send letters
- Assist with care management referrals
- Follow-up with clients on requested information
- Triage emergent calls for team
- Monitor mail and faxes; prepare and send mass mailings
- Provide gifts for clients transitioning living situations

Qualifications:

- Minimum of 3-5 years in long-term care, with administrative assistant experience
- High School diploma or GED
- Proactive, high-energy self-starter who can work with minimum supervision from a 100% remote care management team
- Able to exercise mature judgment when dealing with confidential and sensitive material
- Excellent verbal communication skills, including tact and diplomacy
- Initiative and strong organizational skills
- Interpersonal skills and ability to interact with internal team members, long-term care professionals, and clients/families at all levels
- Problem-solving and decision-making skills
- Strong written communication skills, including knowledge of grammar, spelling, and punctuation
- Able to adapt quickly to change and learn new technology applications, such as electronic record-keeping systems and Microsoft Suite products
- Positive attitude needed to thrive in a fast-paced environment

How to Apply:

Interested candidates should submit their resume and a cover letter to careers@rothkofflaw.com with the subject line "Elder Care Coordination Assistant – Elder Care Coordination Team Application".

Join Rothkoff Law Group and be a part of a team dedicated to providing exceptional elder care legal services.