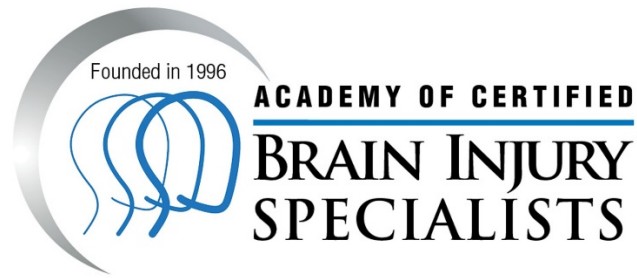


## **GROUP ADMINISTRATOR JOB DESCRIPTION**

The Group Administrator is responsible for facilitating the certification process for a group of 5 or more CBIS candidates. The Group Administrator represents a group throughout the certification process and acts as the liaison between ACBIS and group members. As such, the Group Administrator has several important responsibilities, including (a) coordinating group member applications and fees; (b) coordinating training; (c) coordinating and/or monitoring the testing process; and (d) contacting ACBIS staff with any questions or concerns.

The Group Administrator should possess basic skills in reading comprehension, speaking, writing, active learning, active listening, monitoring, coordination, instruction, and basic problem solving. In addition, the Group Administrator should possess abilities in oral and written comprehension, oral and written expression, deductive reasoning, inductive reasoning, information ordering, and problem sensitivity. The Group Administrator should have basic knowledge of the English language, process administration and management, customer and personal service, and communications principles.

The Group Administrator will be required to communicate via telephone, electronic communication, and face-to-face conversations; must work well with groups or teams, and must be able to coordinate or lead others. The Group Administrator will be responsible for communications with group members and the ACBIS Coordinator, collecting information, monitoring the group's progress through the application and testing process, updating and using relevant knowledge about the process, coaching group members, establishing and maintaining interpersonal relationships, organizing and prioritizing group work, and identifying relevant actions and events for the group.



## **GROUP ADMINISTRATOR AGREEMENT AND CONFIDENTIALITY STATEMENT**

I understand the responsibilities of an ACBIS Group Administrator. Neglect of responsibilities could result in revocation of my rights as an ACBIS Group Administrator and removal of Group Administrator status.

I also understand that in the performance of my duties as a Group Administrator for the Academy of Certified Brain Injury Specialists, I am required to have access to and am involved in the processing of confidential information\*. I understand that I am obligated to maintain the confidentiality of this information at all times. I understand that a violation of these confidential considerations may result in removal of Group Administrator status. I further understand that I could be subject to legal action.

I agree to notify ACBIS if I am unable to continue in my capacity as Group Administrator.

*\*Confidential Information: Any identifying information maintained on paper, computerized form, or verbal discussions related to employees, members, customers, I&R callers, donors or other persons on whom information is collected or organizations with which business is conducted. Such information includes, but is not limited to, financial arrangements, grant or contract matters, patient care, employment, performance, salary and similar personnel information, as well as proprietary program development/implementation.*