

## **Program Assistant -Good Shepherd Children & Family Services Farmington office**

**Available Date:** **Immediate**

**Qualifications:** The position requires expertise with in Microsoft Office programs; flexibility and the ability to work a diverse team of professionals; patience and compassion for agency clientele; excellent phone skills and highly organized.

**Job Description:** Primary responsibilities include case assistance with foster care cases such as supervising parent child visits in the office; providing administrative support to a professional team of child welfare staff and general office duties. Some travel in the community is expected. This is a full-time position.

**Pay Range:** Competitive based on experience

**To Apply, Send resume and cover letter via email to the contact below.**

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