

# **Part Time Program Assistant (Jefferson County)**

## **SUMMARY OF POSITION**

The Program Assistant is a part-time position that provides administrative and other support to program staff.

## **QUALIFICATIONS**

### *Facility*

- In coordination with the agency's Facilities team, be the local liaison for general maintenance of facility including regular cleaning and pest control as well as identifying new maintenance needs, service repairs or safety issues.
- Under the direction of the Regional Director, assure that the office is outfitted with needed supplies and equipment to create a productive work environment.
- Be the point person for technicians providing needed service/maintenance for office equipment (i.e. copiers, fax, etc)
- Model and promote an office culture of picking up after yourself and keeping the office tidy outside of regular cleaning.
- Manage the petty cash drawer for the Jefferson County office.

### *Reception*

- Greet guests and connect them to appropriate staff.
- Maintain office security by following safety procedures and controlling access via the front lobby reception area (monitoring log book, issuing visitor badges, allowing access to appropriate persons).
- Answer the main phone line, respond to general inquiries and direct calls appropriately.
- Assist clients seeking to contact their worker; respond in a professional manner to clients in crisis.
- Consult with Program management staff as needed in response to client questions.
- Handle all client information in a confidential manner in compliance with agency policy.
- Receive and distribute mail to appropriate people and offices. Ensures outgoing mail is ready for pick-up and delivery.
- Establish office procedures, which enable smooth operation of the Jefferson County office site.

### *Record Keeping*

- Assist in filing as needed.
- Assist staff in preparing the case record for closure.
- Assure closed records are filed appropriately.

### *Data Entry*

- Develop a working knowledge of the following data systems: Fam Care, FACES, CSWIS.
- Assist in data entry into the electronic client records as directed by program management.
- Assist Foster Care staff in FACES data entry as directed by program management staff.

### *General*

- Assist program management and GS leadership staff with special projects as assigned.
- Participate in special program and agency events that support the general function of the agency.
- Attend GS all staff meetings and relevant department meetings as requested.
- Compose and disseminate meeting minutes as directed.
- General typing projects as assigned.
- Become a notary and provide notary services for agency staff.
- Promote a positive atmosphere in the office.
- Other duties as assigned.

### **MINIMUM REQUIREMENTS**

High school graduate required, some college preferred. 2 years' experience in an administrative support position. Experience in working in a social service environment preferred.

### **TO APPLY**

To apply, submit a resume and cover letter to Abbey Ross at [aross@gsstl.org](mailto:aross@gsstl.org).