

COALITION FOR HISPANIC FAMILY SERVICES
Job Posting

Job Title: Program Assistant
Department: Foster Care Program
Reports To: Program Director
Date Available: Currently Available
Date Posting: December 28, 2017
Deadline to Apply: January 5, 2018

To apply: Submit a resume and cover letter with qualifications to Alexandria Munoz, Program Director, at amunoz@hispanicfamilyservicesny.org by 5pm on January 5, 2018.

POSITION OBJECTIVE:

The Program Assistant provides administrative support to the program director. The Program Assistant ensures clerical tasks, and anticipates necessary support required for completing program deadlines as needed. The Program Assistant facilitates access of program managers to the director when urgent matters require immediate approval. Ensure easy access of files, documents hard copy or electronic folders, and pending tasks. The Program Assistant keeps track of director's administrative deadlines and ensures scheduling reflects the time allotted to meet deadlines.

REPORTING RELATIONSHIP: Program Director

RESPONSIBILITIES:

1. Organize documents and/or agenda for meetings, conferences, and/or off-site agency representation by the director.
2. Ensure phone messages, and/or telephone inquiries are tracked for a response by the director.
3. Monitor the distribution and approval of petty cash funds, including tracking of receipts by following fiscal guidelines for continued petty cash replenishment.
4. Prepare check requests for approval by the Director, and ensure that obtained approval is processed to fiscal accordingly.
5. Develop methods of streamlining a database that will keep track of outcomes as determined by the director.
6. Keep director abreast of programmatic issues that may require immediate attention.
7. Prepare a quarterly review for the director of check requests and receipts submitted to fiscal for verification of information and tracking of expenses.

8. Support administrative decisions as determined by the director, and ensure implementation for compliance.
9. Attend meetings and/or conferences to support director in gathering minutes to ensure follow up of determinations resulting from the meeting.
10. Collaborate with program staff to ensure compliance of performance outcomes such as submission of sibling visitation log, OSI responses to ACS, and other required quality assurance outcomes as determined by the director.
11. Respond on a timely basis, to QA requests for corrective action responses resulting from quality assurance case record review. Work collaboratively with QA to assist in periodic and ongoing audits of record documentation.
12. Maintain required tracking logs for immediate access of information by the director for reporting to QA, executive director, and/or ACS.
13. Maintain all administrative decisions, processes, and/or performance issues with personnel confidential.
14. In conjunction with the supervisor, complete performance appraisal including a professional development plan, prior to the completion of the probationary period, and on a yearly basis thereafter.
15. Complete other assignments as needed, as designated by the supervisor, Assistant Director and/or Program Director.

SKILLS AND EXPECTATIONS:

The Program Assistant will model professional behavior at all times, utilizing tact and diplomacy with staff, foster parents, foster children and birth families.

The Program Assistant will manage his/her time effectively and will be timely in preparing the support needed by the director for meetings, conferences, etc.

The Program Assistant will serve as a role model for positive, productive, and cooperative relationships with staff, foster parents, foster children, birthparents, and the community.

The Program Assistant will seek immediate notification to the director when approached by program staff with a case situation where a child's safety is at risk.

The Program Assistant will be innovative, exercise critical thinking, and demonstrate flexibility, in order to contribute to the successful operation of the foster boarding home program.

QUALIFICATIONS:

Bachelor's degree preferred with over two years administrative experience or have required experience with college credits or expected to enroll by the end of probationary

period. Candidate must possess exceptional organizational skills, ability to work independently. Proficiency in MS Word, Excel and PowerPoint will be required to perform the necessary functions of this position. Must be energetic and work in a fast pace environment.