

COALITION FOR HISPANIC FAMILY SERVICES
Job Posting

Job Title: Program Assistant for Preventive Services
Reports To: Director
Department: Preventive
Date Available: July 01, 2020
Date Posting: June 17, 2020
Deadline to Apply: Open Until Filled

To apply: Submit a resume and cover letter with qualifications to Franc Villalobos, Program Director, at fvillalobos@hispanicfamilyservicesny.org

POSITION SUMMARY: The Coalition for Hispanic Family Services is looking for Program Assistants for its Brooklyn and Queens Preventive Services sites. Under the supervision of the Program Site Director, this position is responsible for general administrative support involving office, personnel and client related program needs.

RESPONSIBILITIES:

1. Serve as the program receptionist to families and guests. Assure all are welcomed and assisted to their intended party/destination.
2. Organize documents and/or agenda for meetings, conferences, and/or off-site agency representation by the Director.
3. Ensure phone messages, and/or telephone inquiries are tracked for a response by the Director.
4. Monitor the distribution and approval of petty cash, including tracking of receipts by following fiscal guidelines for continued petty cash replenishment.
5. Order program supplies as approved by the Director and submit to Operations/Fiscal Departments as required.
6. Prepare check requests for approval by the Director, and ensure that obtained approval is processed to fiscal accordingly.
7. Develop methods of streamlining a database that will keep track of outcomes as determined by the Director.
8. Keep Director abreast of programmatic issues that may require immediate attention.
9. Prepare a quarterly review for the director of check requests and receipts submitted to fiscal for verification of information and tracking of expenses.

10. Support administrative decisions as determined by the director, and ensure implementation for compliance.
11. Attend meetings to support Director in gathering minutes to ensure follow up of determinations resulting from the meeting.
12. Ensure compliance of performance outcomes such as the maintenance of a confidential filing system for program case files, scheduling staff training and maintaining supportive documentation, maintaining a client/family visitation log, monitoring staff time sheets and submission to payroll, and other required quality assurance outcomes as determined by the director.
13. Work collaboratively with QA to assist in periodic and on-going audits of record documentation.
14. Maintain required tracking logs for immediate access of information by the director for reporting to QA, executive director, and/or ACS.
15. Maintain all administrative decisions, processes, and/or performance issues with personnel confidential.
16. In conjunction with the Director and Supervisors, monitor and assure the completion of staff performance appraisals, including a professional development plan, prior to the completion of the probationary period, and on a yearly basis thereafter.
17. 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, Preventive Services families, community representatives, and ACS personnel.
- 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 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:

Must be a high school graduate, have college credits or expected to enroll by the end of probationary period. Associate Degree in related field preferred. Candidate must possess exceptional organizational skills, ability to work independently and have familiarity with office systems, knowledge of word and excel data base. Must be energetic and work in a fast pace environment. Bilingual in Spanish is a strong preference.