



Position Posting

DATE: April 4, 2017

FROM: Antoinette Manuel
Assistant Director

POSITION TITLE: Program Assistant /Bilingual (Spanish/English) Required

POSITION SUMMARY:

Under the general supervision of the Assistant Director, and the immediate supervision of the Program manager or other assigned Manager, the Program Assistant provides a variety of program support services for KidsFirst. Such support service responsibilities may vary based on the specific requirements of assigned KidsFirst service or program area, including but not limited to data entry, resource and referral services, data collection and record keeping utilizing both manual and computerized systems, statistical calculations, preparation of correspondence, reports and other documents, general office and other duties as assigned. The Program Assistant, in collaboration with management and direct services personnel, supports all program services in accordance with the policies, procedures and standards of quality required by KidsFirst and/or mandated by other regulatory bodies.

Essential duties and responsibilities:

- Greet visitors and clients
- Answer telephone and provide telephone referrals, child development information and education materials as requested
- Provide all referrals and information in accordance with KidsFirst policies and practices, contract requirement and other regulatory bodies
- Maintain and update eligibility waiting lists and/or other program related lists and records as required
- Compile monthly statistics for both internal and external reporting purposes
- Assist program staff as needed
- Organize informational material for display on bulletin boards in public areas and offices
- Attend meetings, orientations and trainings regarding program activities, contract requirements, and other related issues, as assigned
- Assist program staff in the coordination and distribution of mailings and other communication efforts
- Assist management staff as needed in program related tasks including preparation for in-service trainings, workshops, external or internal reviews, and other tasks as required
- Prepare correspondence, memoranda, reports and other documents utilizing word processing and other systems, as appropriate
- Perform clerical, general office and reception duties as may be required
- Maintain accurate and up-to-date files, records and databases
- Perform other duties as required. Promote agency within the community to referring agencies, community partners and governmental departments as appropriate.

Program Assistant

4-4-17

Position Qualifications:

Education:

- High School Diploma or equivalent required
- Associate's Degree in Child Development or equivalent associate's level degree appropriate to the responsibilities assigned is preferred

Experience:

- Minimum 2 years' experience in the same field of service to which the position will be assigned is preferred. Less employment experience may be considered based on evaluation of other relevant experience, complexity of service to be provided and other factors

Skills:

- Fluent in Spanish and English languages required
- Ability to receive supervision and work independently, problem solve and be solution oriented
- Good communication and presentation skills
- Pleasant, professional and articulate phone voice
- Ability to function as part of an inter-disciplinary team providing services and support to children
- Efficient and accurate data-entry skills
- Basic computer skills; experience with agency utilized hardware and software programs preferred
- Multi-line telephone experience preferred
- Basic knowledge such as basic math, alphabetical or numerical filing may also be required
- Ability to honor confidentiality
- Automobile, valid California driver's license, proof of insurance and good driving record required
- Ability to perform CPR and First Aid
- Ability to pass TB Test and background check/fingerprint clearances
- Other duties as assigned

Essential Job Functions:

- Sit for 6 – 8 hours at a time, kneeling, squatting, standing and bending
- Typing and computer work
- Lift up to 10 pounds
- Drive a vehicle
- Command of the English and Spanish languages
- Good judgment

WAGE AND BENEFITS: Depending on experience starting at \$13.00 per hour; Benefits package includes medical, dental, vision and life insurance, Wellness Program, Employee Assistance Program, Paid Time Off, Paid Sick Leave, plus 13 paid holidays per year; Non-exempt position.

LOCATION: Roseville, California

SUBMIT RESUME: Human Resources Manager
KidsFirst
kmartinez@kidsfirstnow.org

POSITION AVAILABLE: Immediately, Open until filled.

**KidsFirst is an Equal Opportunity Employer
Smoke Free/Drug Free Work Environment**
