



JOB TITLE: Foster Care Administrative Assistant

REPORTS TO: Foster Care Director

REQUIREMENTS:

- Associates degree and two years' work experience in a related field.
- Excellent verbal and written communication skills.
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow.
- Ability to maintain client confidentiality.
- Foster care knowledge or experience a plus.
- Acceptable criminal records check, MVR and other background checks as required.
- Strong Computer skills; proficient in Outlook, Word, and Excel.

JOB DESCRIPTION:

The Foster Care Administrative Assistant is responsible for providing office support, general clerical and project based work to the Foster Care Program. The Administrative Assistant will assist the foster care team in meeting deadlines, streamlining processes, submitting forms and documents and helping with foster parent retention events and projects as needed.

JOB RESPONSIBILITIES

- Inputs foster family information and staff training information into multiple databases.
- Files documentation for foster care staff.
- Assists foster care team by following up with foster parents and other stakeholders via telephone, email and in writing.
- Conducts file audits for expired documents for foster parents (i.e. auto insurance, pet vaccination records, CPR/First Aid, and drivers licenses).
- Completes online clearance checks, MVR screenings, OIG screenings, drug screenings, and reference checks for all prospective foster parents.
- Takes minutes for all foster care meetings and maintains minutes in appropriate binders within the office.
- Maintains office supplies and adequate copies for foster parent orientation binders, and all other training materials as needed.

- Sends out weekly placement availability list to DFCS Counties as needed.
- Assists Foster Parent Recruitment & Retention Specialist as needed on foster parent retention events and special projects.
- Other duties as assigned.

General Expectations: This is a regular, full-time position (40 hrs. per week) with a hourly rate of \$16-\$18 per hour.

Competitive Employee Benefits Package includes:

1. Comprehensive Medical Insurance with United Healthcare
2. SEP Retirement Plan
3. Employer Paid Life Insurance
4. Supplemental Dental and Vision
5. Mileage Reimbursement at Federal rate