

Administrative Assistant (Administrative Program Specialist) (3689-12)

Highly Competitive Employee Benefits Package and Generous Paid Time Off

11 Paid Holidays, Immediately Begin Accruing Paid Vacation and Sick Time, and Paid Parental Leave.
Ohio Public Employee Retirement System which includes 14% Employer Contribution AND a defined benefit option.
Highly Competitive and Comprehensive Benefits Package: Medical, HRA, Dental, Vision, Employer-Paid Life Insurance, Long-Term Disability, Tuition Reimbursement, Public Service Loan Forgiveness Eligibility, Free On-Site Parking, Wellness Incentives, robust Employee Assistance Program, access to Free Medical and Rx through Marathon Health, plus expansive Behavioral and Mental Health Resources, and More!

DEADLINE TO APPLY: Open Until Filled

WORK LOCATION:

Job & Family Services
222 E. Central Parkway
Cincinnati, OH 45202

WORK HOURS: Full-Time - 40 hours weekly
(Potential for Hybrid Remote Work Schedule)

STARTING SALARY: \$21.10

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." Convictions from this list may disqualify a candidate for employment with HCJFS.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):

- High School Diploma or GED
- **and** two (2) years related experience
- **or** equivalent combinations of training and/or experience which evidences an advanced knowledge of secretarial science

AGENCY-PREFERRED QUALIFICATIONS:

- Bachelor's degree in a related field plus 12 months Children's Services Experience

JOB DUTIES (SUMMARY):

- Under the direction of Children's Services Section Chief, Director, or Project Leader, the Program Assistant will manage business functions of Children's Services and new ODJFS initiatives/partnerships/projects as assigned to section;
- Maintains current Table of Organization, ensuring position descriptions stay up to date and accurate for Children's Services Director; works closely with IS to ensure employee contact information is up to date and accurate in online agency phone directory; manages supplies for Children's Services, office equipment,

caseworkers/supervisors telework needs, and children in office supplies; has fiscal authority to make purchases; keeps fiscal records and documents;

- Oversees the organization and coordination of onboarding Children's Services new hires in partnership with Human Resources; responsible for being the first contact for Children's Services and maintaining smooth process for all potential candidates; maintains organized, detailed files about where specific candidates are in the hiring process of Children's Services; manages, schedules and coordinates interviews for interested candidates with section chiefs and supervisors; responds to inquiries about vacant positions with sufficient knowledge and competency in Children's Services practice; maintains detailed records of hiring process, scoring sheets, and provides overall management and direction of the virtual reality project with Accenture/ODJFS
- Provides program support; Cataloging and maintaining records including data compliance and verification; reads publications and provides detailed summary and recommendation to impact practice; assists in the organization of meetings, case applications, trainings, etc; maintains detailed excel sheets regarding storage of documents including completion of such events including verified dates of completion for trainings; designs and develops materials; organizes and provides oversight to the scheduling component of Children's Services new-hire program including required external trainings
- Develops and oversees Children's Services donations; interacts professionally with donors; establishes organization system and catalogues inventory of donations; ensures communication on needs of families with lack of resources; prepares reports reflecting donors and donations for leadership; Partner with the Communications department with requests and social media postings in regards to Donations; develop relationships with donors and partner with Adoptions when necessary; participates in community events to acquire donations; expresses gratitude in written and verbal forms as a representative of Children's Services
- Communicates with external stakeholders and community partners, including community outreach; Coordinates meetings with project leads; provides updates on initiative implementation, project development, and specific tasks; develops and hosts training for Children's Services administrative support staff; researches state and local law/rules and provides summary of all new processes; develops written procedure to standardize practice; drafts associated policies.
- Serves as bridge for communication for Section Chiefs out of the office for extended periods of time as needed, Catalogue's voicemail and verbal requests for Section Chief, forwarding and summarizing as needed; determines priority on matters ensure appropriate resolution as requested
- Attends conferences and training.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates can be developed after employment)

- **Knowledge of:** Children's Services practice*; Child Welfare*; interviewing; socioeconomic differences, equity and inclusion; HCJFS PC systems and application*
- **Skill In:** MS Office, MS Excel, organizing; effective oral and written communication; Outlook; Microsoft Teams; critical thinking

- **Ability to:** Define problems, collect and maintain data; prepare meaningful, concise, and accurate reports; create visually appealing documents that are easily understood to the reader and convey accurate message; handle sensitive inquiries and contacts and maintain confidentiality; engage staff, leadership, community and educational partners; reinforce family centered practice and safety decision making; prepare and deliver speeches; represent Children's Services positively in the community; work independently; accept constructive feedback and use as an opportunity for personal development; collaborate effectively with a wide range of staff, supervisors, administrators, community and educational representatives; show initiative to improving Children's Services practice

ESSENTIAL JOB FACTORS:

- Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI). Must have a car, valid driver's license issued by the state of residency and required auto liability insurance.

POSITION SPECIFIC QUALIFICATIONS:

- Lift and carry children; lift and carry child car seats; lift and carry infant carrier;

PHYSICAL and/or MENTAL REQUIREMENTS:

- Lift large case files, supplies, or donations and occasionally push a cart containing these items
- Significant walking to, from, and campus visits, presentations, community meetings, court, meetings, and other obligations;
- Frequently enter and exit motor vehicle
- Frequently climbing and descending stairs
- Sitting for extended periods while working on the computer, presentations, court, meetings, etc.
- Stooping, bending, crouching

HAZARDOUS and/or WORKING CONDITIONS:

- Must have mobile technology availability during work hours

BACKGROUND CHECKS REQUIRED:

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee