



Placement Administrative Assistant

POSITION OBJECTIVE: Under general supervision, assist and support various aspects of the Placement Units.

ESSENTIAL FUNCTIONS:

- Distribute, collect, and organize needed paperwork for the placement units. Screening phone calls and emails and routing to the appropriate placement unit
- Providing real-time scheduling of the placement on-call calendar
- Track and create enhanced board rates, DCF waivers and internal waivers spreadsheets.
- Contribute to placement team efforts as needed.
- Monitor and track program related data.
- Provide support for caregiver meetings and support groups.
- Manage and process mail and other correspondence.
- Demonstrate problem-solving and teamwork.
- Other duties as assigned.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

REQUIRED:

- High School Diploma or GED equivalent
- Working knowledge of Microsoft Office
- Strong computer skills
- Strong verbal and written communication skills

PREFERRED:

- Prior experience as an administrative assistant in a similar setting
- Working knowledge of FSFN

SKILLS:

- Excellent assessment skills and intervention strategies
- Good interpersonal skills
- Excellent telephone etiquette
- Ability to act with a high level of independent judgment
- Ability to handle confidential information appropriately
- Ability to work flexible hours as required
- Ability to use and be proficient in computer software applications
- Ability to effectively problem solve and resolve conflicts



Placement Administrative Assistant

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee's Signature

Supervisor's Signature

Date

Date