



Child Protection Center, Inc.

TITLE: Program Assistant
PROGRAM: Children and Families Supervised Visitation Program
SUPERVISOR: Supervised Visitation Program Director
STATUS: Part time (20-30 hours per week); Non-Exempt;
including evening and weekend hours; Safety Sensitive Position
SUMMARY: Coordination of Client Services

Duties and Responsibilities include the following:

Perform all activities to support the mission, vision and values of the Child Protection Center, Inc.

Promote a professional and positive work atmosphere at the Child Protection Center.

Generate and effectively communicate the policies and procedures with all clients, volunteers and the general public.

Summarize visitation reports and disperse to interested parties.

Correspond and document all conversations and events in the client's case file.

Maintain and effectively communicate the visitation schedule with parents, volunteers, staff, and law enforcement.

Assist the program director in establishing positive working relationships with staff, volunteers and the general public.

Maintain confidentiality in regard to clients, volunteers and agency information.

Organize and help to maintain client and volunteer files.

Collaborate with other staff to ensure effective visitation procedures.

Collect and manage client payments if applicable.

Adhere to all safety procedures.

Perform general housekeeping to maintain a clean and safe environment.

Perform other related duties as assigned.

MINIMUM REQUIREMENTS/SKILLS:

Oral Communication Skills
Written Communication Skills
Telephone Etiquette
Physical Demands (Lift/Move 50 pounds)
Level II Background Screening

Diplomacy
Professionalism
Proofreading Skills

Time Management
Computer Literacy
Math Aptitude
Ability to travel
Professional Conduct and Appearance
Filing
Keyboard Skills
Organization

EDUCATION AND TRAINING: Associate or Bachelor’s Degree in Human Services or Related Field.
(Preferred)

Domestic Violence, sexual assault, child abuse, dating violence and stalking
Mandatory Child Abuse Reporting

EXPERIENCE: Experience working with at-risk families.

_____ I acknowledge that I have read and can fulfill all of the duties, responsibilities and minimum requirements/skills of the CFSVP Program Assistant.

Signature: _____

Date: _____