

JOB POSTING

REVIEW ASSISTANT

The Review Assistant supports the Citizen Review Panel (CRP) Program and team members by ensuring that all court file documents are obtained, copied and scanned and properly stored in FFCR's electronic filing system. The Review Assistant also retrieves and returns court files for each scheduled Citizen Review Panel hearing day, and prepares and delivers the CRP's Findings and Recommendations Reports to the Clerk of Courts. The Review Assistant serves as a liaison between FFCR and the Clerk's Office and provides administrative support to the CRP Program.

GENERAL RESPONSIBILITIES

- Retrieve documentation from the court file and scan (per procedure) into the appropriate electronic file
- Gather materials after each review day from the designated CRP team member and file into the electronic file
- Maintain the electronic file system and perform periodic inspections of electronic files in order to ensure the system is organized according to filing procedures
- Add new material to electronic file records, and create new electronic records as necessary
- Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements
- Retrieve and return court files for all scheduled Citizen Review Panel Hearings
- Record CRP hearing information in court files and on Clerk's Office forms
- Prepare and deliver the CRP's Findings and Recommendations Reports to the Clerk of Courts
- Find and retrieve information from court files in response to requests from authorized users
- Keep the workroom organized
- Provides administrative support as needed
- Performs other duties as required

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

- GED or High School Diploma required
- College Degree preferred
- 2-3 years relevant work experience

Required Skills

- Exceptional computer skills, including strong familiarity of Microsoft Office applications
- Highly comfortable with technology, including high speed scanner and copy machine
- Strong command of the English language, both verbally and in writing

- Strong written and oral communication skills
- Exceptional interpersonal skills
- Highly organized and detail-oriented
- Skilled in managing multiple tasks and assignments in a fast-paced, dynamic environment

Professional Characteristics

- Exceptional team player
- Willing to handle small and large tasks with a positive attitude
- Able to work collaboratively with colleagues and external partners to overcome logistical barriers
- Respectful and supportive towards all
- Able to set daily, weekly and monthly priorities
- Embodies a growth mindset and is highly receptive to ongoing feedback and learning
- Interest in pursuing a career in child welfare preferred

COMPENSATION & BENEFITS

- Part-time (24 hours/week)
- \$13/hour
- Reports to the CRP Program Manager
- Not eligible for employer-paid benefits
- Schedule to be mutually determined
- Work location: Children’s Courthouse - 155 NW 3rd Street, Miami, FL
- Parking in covered garage near office provided

Please email a resume and cover letter to Executive Director, Candice Maze at cmaze@fostercarereview.org. No phone inquiries please.

Florida Foster Care Review embraces equal employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, immigration/citizenship status, disability, and/or protected veteran status.