

## JOB POSTING

### PROGRAM ASSISTANT

Florida Foster Care Review's Program 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 Program 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 Program Assistant serves as a liaison between FFCR and the Clerk's Office and provides administrative support to the CRP Program.

#### GENERAL RESPONSIBILITIES

- Retrieves documentation from the court file and scans (per procedure) into the appropriate electronic file
- Gathers materials after each review day and after post review advocacy is completed and files into the electronic file
- Adds new material to electronic file records, and creates new electronic records as necessary
- Maintains the electronic file system and performs periodic inspections of electronic files in order to ensure the system is organized according to filing procedures
- Eliminates outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements
- Retrieves and returns court files for all scheduled Citizen Review Panel Hearings
- Records CRP hearing information in court files and on Clerk's Office forms
- Prepares and delivers the CRP's Findings and Recommendations Reports to the Clerk of Courts and maintains filing records
- Retrieves and scans the Final Order on Report of the CRP from the Clerk's Office for each case reviewed, tracks these orders on a spreadsheet/tracking tools, and maintains original documents
- Finds and retrieves information from court files and child welfare information systems on a daily basis in response to requests from authorized program staff
- Enters data for newly referred children into the CRP Program database
- Creates virtual hearings using videoconferencing platform for all scheduled hearings and calendars appropriate staff
- Keeps the workroom organized
- Provides administrative support as needed
- Performs other duties as required

May require travel within Miami-Dade, Broward and Monroe Counties to participate in activities such as trainings, conferences and events.

## QUALIFICATIONS & EDUCATION

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. They also outline the competencies and commitments required to be successful in the position and at FFCR. 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
- Minimum of two (2) years of relevant work experience required
- Prior experience and high level of comfort working with computers, Microsoft Office applications, and technology required
- Prior experience maintaining an electronic file system strongly preferred
- Prior experience using databases preferred
- Experience using the Criminal Justice Information Services (CJIS) system preferred

### **Skills, Knowledge & Proficiencies**

- Exceptional computer skills, including strong familiarity of Microsoft Office applications
- Highly comfortable with technology, including high speed scanner and copy machine and videoconference platforms such as Zoom
- Strong command of the English language, both verbally and in writing
- Strong written and oral communication skills
- Exceptional interpersonal skills
- Ability to consistently follow highly detailed procedures and protocols
- Exceptional time management and organizational skills
- Ability to set daily, weekly and monthly priorities
- Ability to manage multiple tasks and assignments in a fast paced environment with minimal supervision

### **Competencies & Commitments**

- Open-minded and interested in learning new skills
- Responsive to supervision and receiving constructive feedback
- Able to raise issues and concerns in a professional, productive, solution-oriented and timely manner
- Team player who supports other team members both in word and deed
- Willing to tackle small and large tasks to accomplish objectives
- Positive, strength-based and supportive towards colleagues, child welfare stakeholders, volunteers and others
- Able to work collaboratively with colleagues and external partners to overcome logistical barriers
- Interest in pursuing a career in child welfare preferred

## WORKING CONDITIONS AND ENVIRONMENT

Work may take place at FFCR's office, a remote business or public location, and/or the employee's home. When working from a remote location, including from home, employee must have prior approval and must have a private, quiet space and secure, password protected, high speed internet that is not accessible by the general public. Participation in videoconference meetings for extended periods of time is required regularly. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to talk or hear, and is frequently required to stand, walk and sit. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## COMPENSATION & BENEFITS

- Part-time; 25 hours per week
- \$18-\$21/hour (hourly pay); compensation commensurate with experience
- Health Insurance Benefits
- Parking in covered garage near office provided
- Reports to the CRP Program Manager

Work location: Children's Courthouse - 155 NW 3<sup>rd</sup> Street, Miami, FL.

Please email a resume and cover letter to Vanessa Muñoz, Program Director, at [vmunoz@fostercarereview.org](mailto:vmunoz@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.