

Cornerstone Community Action Agency
Job Description
CFS Administrative Assistant

Exempt (Y/N): No	Introductory period: 180 days
Supervisor: Director of Child/Family Services (DCFS)	Work Period: 12 months per year

Cornerstone Community Action Agency. is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.

CCAA Vision Statement

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

CCAA Mission Statement

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

SUMMARY: Assist and support the Director of Child & Family Services in ensuring quality services for children and families. Ensure visitors to the office are welcomed and directed to the team member who can assist as needed. Answer the phone, ensuring current knowledge of program services, policies and procedures. Ensure compliance with federal regulations, state licensing regulations, and Cornerstone Community Action Agency Policies and Procedures.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Administrative Assistant will:

	Exceeds	Meets	Improvement Needed	N/A too soon to rate
1. As the first point of contact for Child and Family Services office, represent Cornerstone Child & Family Services in a positive, professional manner.				
2. Answering, screening, and forwarding incoming phone calls; provide basic and accurate information in-person and via phone and email. Maintain current contact numbers for team members and current locations of centers.				
3. Receiving, sorting, and distributing daily mail.				

	Exceeds	Meets	Improvement Needed	N/A too soon to rate
3. Receives, welcomes, and directs visitors appropriately; notifies company personnel of visitor arrival.				
4. Maintains safe and clean reception area by complying with procedures, rules, and regulations.				
5. Attending management team and other administrative meetings in office; takes notes for a report to be distributed to attendees				
6. Assisting in the planning and implementation of meetings and trainings as requested.				
7. Maintaining inventory of office supplies for administrative office; compiles and submits Purchase Requisitions for administrative office and centers; submits orders once Purchase Order number is received; organize supplies in office. (have center orders shipped directly to site)				
8. Maintains calendar for schedule of use of conference room, vans, and projector.				
9. Maintains knowledge of allowable sources of non-federal share; collects and compiles all sources and amounts into a monthly report for the CFS Director; include information obtained from Center Directors for inclusion into the report.				
10. Assist DCFS with preparing required reports for monthly board meetings.				
11. Contributes to team effort by accomplishing related results as needed:				
12. Compile daily, weekly, and monthly CACFP reports and coordinate with H/N/D team to submit required reports to CACFP.				
13. Assist HR Director with completing reference checks for new hires as requested.				
14. Maintain current knowledge of changing systems, HSPPS, early care and education best practices and program policies. Ensure compliance with all regulations at all times				
15.				

Complies with all standards of conduct as stated in HSPPS 1302.90 Personnel Policies and Cornerstone Personnel Policies				
16.	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Complete other duties as assigned by DCFS.				

General Responsibilities The staff member will:

1. Appearance	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.				
2. Reliability				
Ensure he/she can be counted on to carry out assigned responsibilities independently, including regular attendance.				
3. Safety				
Safely and properly use, maintain and operate all equipment for carrying out duties.				
4. Punctuality				
Employee observes regularly scheduled work hours.				
5. Compliance				
Employee follows all Cornerstone policies, procedures, and established regulations including HSPPS and Child Care Licensing.				

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

E-Exceeds. Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

M-Meets Expectation. Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up/direction.

I-Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

N/A-Not Applicable or too soon to rate.

Qualification Requirement

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 and Experience

Must be 18 years old or older and hold a minimum of a high school diploma or GED.

Language Skills

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of people, employees, or community organizations. Ability to provide training on regulations, policies, and procedures. Must be able to utilize the telephone to verbally communicate in an effective professional manner with the general public, agency clients, vendors and staff.

Reasoning Ability

Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Other Skills and Abilities

Ability to operate a personal computer, e-mail, word processing and accounting software. Must operate fax machines, calculators, typewriters, copier, and other office machines.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit long periods of time and use hands and fingers to gather information, write, fax, data entry, telephone, keep his/hers working office clean and orderly. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include listening to and talking to the general public, agency clients, vendors, and staff. Sustained concentration and attention to detail and accuracy, along with ability to prioritize a complex workload. The employee must be able to lift or move up to 25 pounds.

**This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EMPLOYEE RECEIPT OF JOB DESCRIPTION

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have a received a copy of this document.

Employee SIGNATURE

Date of Signature

Employee PRINTED NAME

This portion to be completed at time of performance evaluation

Accomplishments/Recognition since last review

Specific areas of needed improvement/action items

Recommendations for professional development (seminars, trainings, schooling, licenses, etc.)
Head Start Employees must complete a professional development plan.

Supervisor/Manager Comments

Employee Comments

Supervisor SIGNATURE: _____ Date: _____