



Employment Opportunity
Butler County Educational Service Center
November 9, 2018

POSITION: Family and Children First Council Program Assistant

GENERAL DESCRIPTION: To provide administrative, clerical and technology support to the Family and Children First Council including the Community Wraparound program and other initiatives including the Butler County Coalition, Training & Development and Pause. Maintain Community Wraparound databases and assist in the continuous quality improvement of Community Wraparound through facilitation of all data reporting requirements. There will be a strong emphasis on communication strategies (Constant Contact, Social Media, etc.) with families and professionals. Candidate will also support the fiscal processes of the Family and Children First Council.

QUALIFICATIONS:

- High School Diploma required, Associate Degree preferred
- Experience in data management, databases and continuous quality improvement
- Computer competency and proficiency in Microsoft Office products, with experience in Constant Contact, Google and Social Media platforms preferred
- Proven experience in information and communication management
- Proven ability to handle work deadlines, communicate effectively (orally and in writing) and organize large quantities of data
- Ability to maintain confidentiality
- Ability to exercise independent judgment based on policies and procedures with minimal supervision
- History of good job attendance
- Valid Ohio driver's license with good driving record and daily access to private insured vehicle during work hours
- Must pass criminal background check, and be free from communicable disease

ESSENTIAL FUNCTIONS:

- Maintain databases through data entry, report preparation, and collection of missing data
- Ensure that input data, referrals, assessments and files are entered as required to maintain electronic documentation/MIS information in an accurate & timely manner
- Collect evaluation data and enter in database, send out reminders on info deadlines
- Enter data into MHARS GOSH database according to funder's requirements
- Assist in creation of report templates and preparation of reports by program deadlines
- Support facilitators with preparation for and follow-up from meetings and with records management to maintain and close out client records
- Provide secretarial support (copying, ordering supplies, scanning, mailing, filing, re-supplying forms and packets, sending requested records, etc.)
- Attend meetings, take minutes and distribute per procedure
- Coordinate with supervisor organizing work completion and completing tasks by assigned dates

- Requisition purchase orders and maintain reconciliation of income and expenses
- Serve as liaison between Family & Children First Council and the ESC regarding room reservations, food and childcare for events
- Assist with newsletter, social media plan and website content updates.
- Comply with state and federal regulations that pertain to the position (e.g. HIPPA) and client confidentiality of information
- Perform other duties consistent with the position as assigned

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for others in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the families the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, educational policies and procedures, behavioral health interventions, implications for HIPPA in school settings, public relations, and state and federal reporting.

Ability to: Interpret policies and procedures, follow instructions, communicate effectively, maintain files and reports, collect data; schedule; and lift moderate amounts of weight.

Skill in: Basic math, English and communications.

EQUIPMENT OPERATED:

Computer and office equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue.

Frequent: Exposure to outdoor weather conditions during gross motor play. Exposure to blood, bodily fluids and tissue, unruly children/adults.

TERMS OF EMPLOYMENT

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Support Personnel.

STARTING DATE: Immediately

SALARY: Based upon the approved Governing Board Salary Schedule

BENEFITS: Excellent benefits for all full time employees

WORK YEAR: Full Time – 260 days

DEADLINE: Until filled

APPLY TO: Apply by clicking here: [Applitrack](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.