

JEWISH FAMILY SERVICES JOB DESCRIPTION

JOB TITLE: PATH Program Assistant
REPORTS TO: PATH Case Manager
POSITION: Full Time

PURPOSE/SCOPE OF RESPONSIBILITY

Assists and enhances staff effectiveness by providing clerical and operational assistance as needed.

ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Provides any and all support tasks to assist program staff and program participants as required
2. Assists staff in collecting and maintaining all relevant program documentation
3. Processes information by copying, retrieving and transmitting documents as required
4. Maintains agency records by retrieving, tracking and filing records
5. Assists in maintaining and updating the agency database and archival collection; including entering hours, service plans, and support service requests
6. Maintains client confidence and protects operations by keeping information confidential
7. Assists and supports the entire staff in any tasks needed to ensure smooth operations of the agency
8. Assists PATH clients with recording, and computing their hours of program participation and gathering documentation for support service requests

OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.

2. Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.
3. Contributes to effective use of agency resources by identifying and implementing options for cost containment.
4. Contributes to team effort by accomplishing related results as needed.
5. Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
6. Demonstrates effective judgment by making appropriate decisions, as well as conducting and maintaining a professional manners and appearance at all times.
7. Maintains safe and clean working environment by complying with health and safety guidelines.

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.

- High School Diploma required
- Must have working knowledge of Microsoft Word, Outlook, and databases
- Must have excellent organizational skills to work in a team-oriented, fast-paced environment
- Excellent oral and written communication skills
- Ability to work well with a diverse population of clients