



FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

ABOUT THE AGENCY: Family Support Services is a non-profit agency founded in 1989. With offices in Oakland and San Francisco, we serve families in Alameda, San Francisco, and Contra Costa counties. Our programs target families, youth and children whose health and welfare are vulnerable as a result of a variety of circumstances.

POSITION: Part-time Program Assistant to Respite/Child Care Program – San Francisco
This position may require working out of the Oakland office as needed.

PROGRAM DESCRIPTION:

The goal of the Respite/Child Care Program is to strengthen and support families by providing caregivers a break from the responsibilities of care-giving.

JOB DUTIES:

The Program Assistant (part-time) will provide administrative and management information systems (MIS) support to the program, under the direction of the Program Director.

Duties include:

- Entering data into the management information system.
- Producing regular and ad-hoc statistical reports.
- Producing regular billing and reconciling payment information.
- Processing timesheets in an expeditious manner twice a month.
- Contacting providers as necessary to resolve timesheet problems, etc.
- Assisting staff with monitoring quantity of hours used per contract.
- Maintaining accurate records of services provided at community sites.
- Maintaining a file system for program forms.
- Providing general administrative duties to support the program staff.
- Fulfilling other duties as assigned.

MINIMUM QUALIFICATIONS:

- BA or equivalent degree preferred.
- Experience with data entry, databases and management information systems.
- Highly proficient in MS Office Suite (especially Access, Excel and Word).
- Solid mathematical aptitude.
- Excellent organizational and interpersonal skills.
- Excellent verbal and written communication skills.
- Respect for and ability to work with persons from diverse ethnic backgrounds.
- Ability to work autonomously as well as within a team.
- Ability to receive clearance through a fingerprint/background check (criminal and child abuse).
- Respect for and ability to work with people from diverse backgrounds.
- Must be physically able to perform all job responsibilities, which may include duties such as sitting, bending, kneeling or lifting minimum 25lbs.
- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).

STARTING SALARY RANGE: \$19.50 - \$22.66 per hour (Position is part-time = 30 hours/week.)

Excellent benefits including health, dental, vision, life and long-term disability insurance plus retirement plan.

RÉSUMÉ AND COVER LETTER TO:

N. Bruce Williams, Program Director@ bwilliams@fssba-sf.org

Family Support Services, 205 – 13th Street, Suite 3150, San Francisco, CA

Fax: 415.861.4410 www.fssba.org

Please attach all documents in PDF format. All other file types/formats will not be considered.

Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

Family Support Services is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, gender identity, sexual orientation, health status or national origin.