



**save the family**  
FOUNDATION OF ARIZONA

<b>DATE:</b>		<b>POSITION</b>	<b>CAREER CENTER ADMINISTRATIVE ASSISTANT</b>		
<b>INCUMBENT</b>			<b>SUPERVISOR</b>	<b>CLIENT RESOURCE MANAGER</b>	
<b>DEPARTMENT</b>	<b>CLIENT SERVICES</b>			<b>FLSA STATUS</b>	<b>NON-EXEMPT</b>

<b>POSITION PURPOSE</b>
The Career Center Administrative Assistant supports the Career Center Managers with managing caseload and coordinating resources for clients and staff in addition to monitoring the Career Center activity. This position requires assisting clients with tasks related to obtaining employment and/or entering job training.

<b>MINIMUM QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• High School diploma or equivalency is required.</li> <li>• Some related experience providing job readiness services preferred.</li> <li>• Some experience in the non-profit sector is preferred.</li> <li>• Demonstrate proficiency in Microsoft Office Suite including Word, Excel, and Outlook.</li> <li>• Be able to proficiently speak, read and write the English language.</li> <li>• Demonstrate excellent interpersonal communication skills.</li> <li>• Since position requires frequent driving to various job sites to provide services and occasionally transport clients, a valid Arizona driver's license, reliable transportation, current auto insurance, and clean driving record are required</li> <li>• Be 25 years of age or older for liability insurance requirements.</li> <li>• Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card.</li> <li>• Eligible to work in the United States of America.</li> </ul>

<b>OTHER KNOWLEDGE, SKILLS AND ABILITIES</b>
<ul style="list-style-type: none"> <li>• Demonstrate a commitment to the mission, vision, and values of Save the Family Foundation of Arizona.</li> <li>• Be a self-starter with excellent time management skills.</li> <li>• Possess a collaborative way of working.</li> <li>• Be familiar with Save the Family's service population, including diverse cultural and socioeconomic characteristics.</li> <li>• Maintain strict confidentiality.</li> <li>• Behave professionally in manner and appearance.</li> <li>• Be consistently organized and flexible.</li> </ul>

<b>KEY RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Research and summarize information as needed</li> <li>• Manage general office duties such as taking messages, filing, distributing mail, data entry, and supply orders</li> <li>• Meet with clients and assist with monitoring of Career Development Plans</li> <li>• Provide clients with job search information and resources to prepare themselves effectively as candidates for employment and/or job training (resumes, interview skills, interview</li> </ul>

attire, etc.)
<ul style="list-style-type: none"> <li>Assist with outreach in the community; maintain working knowledge of local employers and other career development resources</li> </ul>
<ul style="list-style-type: none"> <li>Serve as primary contact during “drop in hours”; assess needs of clients and respond appropriately</li> </ul>
<ul style="list-style-type: none"> <li>Assist with following up with clients in regards to job retention</li> </ul>
<ul style="list-style-type: none"> <li>Administer assessment tests to assess interests, competencies, values, experience, personal characteristics</li> </ul>
<ul style="list-style-type: none"> <li>Orient, schedule, monitor, and follow up with Career Center volunteers</li> </ul>
<ul style="list-style-type: none"> <li>Assist clients with obtaining appropriate interview/ work attire</li> </ul>
<ul style="list-style-type: none"> <li>Provide back up support to Career Services Manager</li> </ul>
<ul style="list-style-type: none"> <li>Prepare and submit all required reports and monitoring activities in a timely and accurate manner.</li> </ul>
<ul style="list-style-type: none"> <li>Adhere to all behavioral General Competencies.</li> </ul>
<ul style="list-style-type: none"> <li>Adhere to STF and ARM policies and procedures.</li> </ul>

<b>SUPERVISORY RESPONSIBILITIES</b>
None

<b>PHYSICAL DEMANDS</b>		
<b>Physical Demand</b>	<b>Definition (ADA)</b>	<b>Requirements</b>
Stand or sit	Stationary position	Must be able to remain in a stationary position less than 80% of the time.
Walk	Move, traverse	The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
Use hands/fingers to handle or feel	Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position	Constantly operates a computer, telephone and other office productivity machinery, such as a calculator, copy machine, and computer printer.
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop, Traverse	NA
Stoop, kneel, crouch, or crawl	Position self (to), Move	Infrequently positions self to maintain computers
Talk/hear	Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information	Must constantly communicate With clients, staff and the public
See	Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess	Must constantly read, type and view documents and the computer screen.
Taste/Smell	Detect, Distinguish, Determine	NA
Carry weight, lift	Move, Transport, Position, Put, Install, Remove	Must frequently lift and move supplies weighing up to 50 pounds.
Exposure to elements	Exposed, Work around	Constantly works indoors

**NOTE**

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action.

**SIGNATURES****ACKNOWLEDGEMENT**

I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with the Save The Family Foundation.

**Incumbent:****Date:****APPROVAL**

I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability.

**Supervisor:****Date:****CERTIFICATION**

I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation.

**CEO:****Date:**