



ECCAC

Emerald Coast Children's Advocacy Center

**TITLE:** Administrative Assistant – WRAP/IHSS/CARES  
**SUPERVISOR:** Cares Program Manager  
**STATUS:** Full Time  
**SUMMARY:** Administrative support

**Duties and Responsibilities include the following. Other duties may be assigned.**

*Essential Duties and Responsibilities*

- Support services to WRAP/IHSS and clients of ECCAC CARES program according to the stated needs on the referral
- Coordinate all data with the assigned referrals with Client Care Coordinator
- Enter accurate information in the State FSFN system and any identified systems of the ECCAC CARES Program
- Provide exceptional services to internal and external clients as well as the community to ensure positive and successful family outcomes
- Act in an ethical manner, work with colleagues and clients with respect and will be subject to supervision of his/her activities
- Administrative Assistant will generally perform the job in a normal office, family home, or community environment
- Assist with overall cleanliness of common areas
- Assist with organizing and maintaining storage areas
- Provide education to families regarding parenting, nutrition, finances, household management, and additional topics beneficial to the families success as needed
- Assist in finding and engaging community resources such as daycare, housing, and utility assistance resources to help support the program case managers
- Order office and cleaning supplies
- Drop off resources and supplies as needed
- Monthly data entry of program deliverables due by the 28<sup>th</sup> of the month
- Monitoring and tracking of home visits
- Closing the loop calls/emails to department of children stff

**Qualifications**

- Level II Background check,
- Expertise in Microsoft Office
- Ability to work flexible hours including some nights and weekends
- Ability to take direction from direct report supervisor, teamwork, cooperation and collaboration with others
- Ability to work with internal and external clients/families and professionals
- Outstanding oral, written, and presentation skills
- One year working in community services and or underprivileged populations

**Additional attributes:**

Passion  
 Team player  
 Multi-tasking skills  
 Diplomacy  
 Time Management  
 Professional conduct and appearance  
 Physical Demands (Lift/Move 50 pounds)  
 High School Diploma or equivalent required  
 Participate in all required training including annual requirements

I acknowledge that I have read and understand the job description and expectations of Administrative Assistant in its entirety and am capable of performing all of the stated requirements.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_