

Job Description

Position Title: Program Assistant

Hours: 15 hours per week

Salary: \$12-14 per hour based on experience

Position Summary

The Program Assistant provides administrative, logistical, and hands on support for projects, initiatives and programs focused on parent educational support and advocacy, parent groups, and community programs serving children and adults with a broad range of disabilities and chronic medical conditions. The Program Assistant works within the guidelines, policies and mission of the Special Needs Support Center (SNSC) and reports to the Program Director for assigned programs and projects.

Position Goal

To work with our team to ensure programs are delivered successfully and add the highest possible value to SNSC.

Education and/or Experience

- Bachelor's degree, or a high school diploma or equivalent and five years of experience social work, education, mental health or human services field.

Duties and Responsibilities

- Commitment to SNSC's mission, vision, and values.
- Support the Program Director with the implementation and management of all program activities.
- Works with data management including compiling and maintaining the monthly, quarterly and annual program statistics.
- Respond to phone requests and assess referrals to determine how SNSC will support the parent or related caller.
- Conducts research and provides support as related to project and programmatic efforts.
- Performs other related duties as required.

Qualifications and Skills

- Must possess a strong commitment to collaboration and effective teamwork within the organization and the broader community.
- Must be proficient with various software applications.
- Must be able to communicate effectively with children and adults with disabilities, family members, and case managers, as needed.
- Must possess the interpersonal skills to engage individuals and families from diverse socio-economic and cultural backgrounds.
- Must possess excellent organizational skills.
- Must be able to be flexible to meet the needs of the client.
- Must be able to remain open-minded and willing to grow on the basis of emerging information.

Evaluation

- This position will be reviewed within 90 days of start date by the Executive Director and Program Director.
- Supervision and professional development as deemed appropriate by the Program Director.
- Evaluation by the Program Director will take place annually; the evaluation will be based on the job description and the annual goals.