

Program: Family Reunification Program (FRP)

U.P. KIDS

Position Title: Clerical Worker

Qualifications: High School diploma required. Knowledge of relevant software applications required. Associate degree or advanced training preferred.

Key Competencies:

- Organizational and planning skills
- Data management
- Team work
- Adaptability
- Attention to detail
- Communication skills-verbal & written
- Customer service orientation
- Confidentiality

Desirable qualifications:

- A non-judgmental positive attitude toward families in crisis.
- Sensitivity to other cultures and ethnicities.

General Description of Position:

The Clerical Worker supports a team that includes a program manager, supervisor, team leader and two family workers. The Team provided intensive therapeutic services to families whose children are returning from foster care. The Clerical Worker reports to the Supervisor.

Specific Responsibilities of Position:

- Updating and maintaining databases.
- Checking and entering data.
- Checking and distributing documents and correspondence.
- Maintaining filing systems.
- Preparing and sending outgoing mailings.
- Managing petty cash. Monitoring and ordering supplies.
- Organizing and coordinating meetings and appointments.
- Typing documents and correspondence.
- Reviewing files and records to answer requests for information.
- Abide by all policies and practices of U.P. KIDS.
- Complete any other reasonable assignment made by the Supervisor.