

**SUNRISE CHILDREN'S SERVICES
JOB POSTING**

Location: Lexington Foster Care
Contact: Charlene Scites-Thompson

Date Posted 05/01/2019
Post Until: 05/15/2019

JOB TITLE: Administrative Specialist

DIVISION: Community Based

REPORTS TO: Program/Treatment Director

GRADE: B (Nonexempt) **EEO:** 5

Effective Date: 10/20/2014

PRIMARY FUNCTION & PURPOSE: To provide administrative and office support functions to program staff to assist in the successful operation of a Sunrise program.

KEY RESPONSIBILITIES & DUTIES: The responsibilities and duties for this position include, but are not limited to the following:

- Establish and maintain accurate client files from initial referral to client discharge. Initiates communication with custody holders to keep files accurate and meeting all agency and accreditation standards.
- Ensure all agency data entry is accurate and that all databases (CDT, PCC Tracking, etc.) and client files reflect timely changes making adjustments as necessary.
- Serve as the point of contact of all written and verbal correspondence with outside parties and ensure the program Director and appropriate personnel have a working knowledge of the various forms of communication with donors, clients, families, and internal/external customers.
 - Accurately utilize various computer software to produce reports and special presentation materials around the completion of all required paperwork within established deadlines.
- Work closely with the Accounting Department to ensure that the program financial accounts are properly coded with supporting documentation in place within established time lines and verified by reconciling monthly bank statements. Balances expenditures against budget.
- Work closely with the Human Resource Department to monitor and process employee payroll verifying accuracy of information that is transmitted, reconciling discrepancies, and ensuring employee evaluations are completed and submitted in a timely manner.
- Maintains accurate copies of employee personnel files as required by laws and regulations forwarding original documentation to the Human Resources department from the advertising of new employees to the separation of all employees.
- Ensure the daily operations of the program meet and exceed all Sunrise procedures and expectations under the direction of the Program Director.
- Assist with the recruitment and training of new foster parents as well as current foster parents as requested by the Program Director.
- May assist in transportation or arranging for transportation of clients as requested.

- Other duties as assigned.

QUALIFICATIONS:

- **Interpersonal Skills:** Good oral and basic written communication ability and the ability to communicate effectively with the public and with co-workers.
- **Education:** Associate Degree preferred but high school degree or equivalent required.
- **Experience:** Two-Five years of documented related experience
- **Skills:** Knowledge of basic procedures and/or operations/programs. Ability and judgment to apply policies and procedures requiring a moderate degree of previous training or experience.
 - **Creativity:** Ability to generate imaginative work or ideas which affect moderately complex activities within his/her work group, programs or department; and the ability to conceptualize the implementation thereof.
 - **Responsibility:** Moderate impact on quality and efficiency of services or operation of agency or revenues/expenses. Policies and procedures govern activities. Decisions on all but the most basic problems/issues are subject to prior approval by supervisor.
- **Supervision:** None.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.