

ADMINISTRATIVE ASSISTANT (ADOPTION)



Start Date: 3/28/2024

End Date: Open

If you are interested in applying, please submit your cover letter and resume via email to hr@cnswfl.org

- Children's Network of Southwest Florida, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.
- Children's Network provides medical, dental, 401K, paid vacation, sick leave, and holidays.

General Purpose of Job (Full job description will be provided upon interview)

To provide administrative and secretarial assistance to the Adoption Overlay Unit Supervisor and other unit staff as needed.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ High school diploma or general education degree (GED) required, A.A. degree preferred.
- ◆ A minimum of three (3) years of previous administrative/secretarial experience and/or training, or equivalent combination of education and experience.

OTHER QUALIFICATIONS

- Strong organizational and problem-solving abilities
- Ability to establish and maintain positive working relationships with others
- Ability to work as a team member
- Effective listening skills
- Verbal and written communications skills
- Must be self-motivated and can manage various work assignments simultaneously
- Ability to work in a multi-cultural environment

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required, and clean driver's license check is required, with proof of insurance
- No special certification or registration is required for this position
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (Local Law/FBI/FDLE)

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, **prior** to applying

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