

Administrative Assistant (Kinship)



Start Date: 5/21/2024

End Date: 6/4/2024

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

- Children's Network of Southwest Florida, LLC does not discriminate based on 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.

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

Assist Kinship Director and Kinship Department staff with correspondence, appointments, including internal and external schedules, and the daily administrative duties of the Kinship Department. Support the Level 1 Licensure and Guardianship Assistance Program (GAP) team by completing administrative functions and maintaining systems for tracking and reporting.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ High school diploma or general education degree (GED) required, A.A. degree preferred.
- ◆ Minimum of one (1) year of child welfare or family support related experience.
- ◆ Must have a working knowledge of community services and resources in our local five (5) county area.
- ◆ Strong organizational skills and problem-solving abilities is a must; and
- ◆ Ability to establish and maintain positive working relationships is also a must

Essential Duties and Responsibilities

- ◆ General administrative duties to include filing, scanning, copying, and mailing for the Kinship Department
- ◆ Maintain computer tracking systems, including Excel databases as they pertain to the Level 1 Licensure and Guardianship Assistance Program (GAP) team and other areas in the Kinship Department. Adherence of all data collection into automated systems including FSFN
- ◆ Complete and process background screening requests and placement change forms
- ◆ Participate in the quality improvement process
- ◆ Other duties may be assigned as special projects may be requested

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required, a clean driver's license check (required), and proof of insurance
- Drug Screening is required
- Children's Network participates in E-Verify
- Criminal background screening mandatory (local law enforcement / FBI / FDLE, and Abuse Registry)

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