



Murphy-Harpst
LIFE AND HOPE FOR CHILDREN
ADMINISTRATIVE ASSISTANT

POSITION DETAILS

- **Status:** Hourly, Non-exempt, Full-time
- **Department:** Specialized Foster Care
- **Reports to:** Director of Specialized Foster Care
- **Work Schedule:** Generally Monday – Friday 8 am – 4 pm

RESPONSIBILITIES

- Maintain all foster parent and foster child files.
- Audit all files and records.
- Track all required activities, documentation, regulatory requirements, and appointments for all cases.
- Notify all department staff with due dates, missing documentation, etc. needed to complete case files.
- Provide clerical support to the department staff.
- Provide customer service to both internal and external customers.

QUALIFICATIONS

- High School Diploma or GED; advanced business school or college preferred.
- Two years of administrative experience.
- Excellent communication, both verbally and in writing, in English required.
- Intermediate level computer skills, with proficiency in Microsoft Office applications.
- Must be at least 21 years of age and have a current/valid driver's license.