



FIRST STEP FAMILY SUPPORT CENTER

323 EAST 6TH STREET • PO Box 249, PORT ANGELES, WA 98362 • (360) 457-8355

Job Title: Administrative Assistant
Work Location: Port Angeles, WA and surrounding area,
Program: Parent Child Assistance Program (PCAP)
Reports to: PCAP Supervisor
Position Type: Part-Time (20 – 22 hrs per week, possibility of full time to be discussed)
Hours of Operation: Mon – Fri, 8:00 am – 5:00 pm
Salary: \$15 - \$17 per hour, Sick and Vacation Leave, Medical Reimbursement up to \$2400/year

Position Summary

Parent-Child Assistance Program (PCAP) is an intervention for high-risk women and their families. Reporting to the PCAP Clinical Supervisor, the case manager will provide direct outreach, home visiting and advocacy services to women who have used alcohol and/or drugs during their pregnancy, and to their children and other family members when needed.

Position Duties and Responsibilities

- Updating and maintaining client information in an Access database
- Working with other agencies to update and maintain their client information
- Maintains physical files
- Creates forms as required
- Manages use and maintenance of agency vehicles
- Projects as assigned
- Answering phones
- Sorts and distributes mail
- Data entry
- Filing / copying
- Document Retention

Education and Work Experience Requirements

- High school graduation or equivalent AND two years of increasingly responsible clerical experience
- **Must** have excellent Excel and Word skills. Prefer Access experience.
- Must have valid Driver's License and vehicle insurance, sign non-disclosure, pass background check

- A team player with a can-do, positive attitude. We all pitch in to get the work done!

Physical Requirements

- Ability to safely and successfully perform the essential job functions consistent with federal, state and local standards, including HIPPA compliance
- Ability to maintain regular, punctual attendance
- Must be able to lift and carry up to 20lbs and navigate stairs
- Must be able to talk, listen and speak clearly on telephone
- Successful applicant must have dependable vehicle, current driver's license and auto insurance
- Must be able to pass a background check

Please submit resume and cover letter to: employment_fstep@olypen.com.

No phone calls, please.

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