

Job Title	Administrative Assistant, Crisis Counseling Program
Employer/ Agency	Region 4
Job Description	<p>This 36 week position is a part of the Crisis Counseling Service-Regular Services Program (RSP) as defined by the Department of Homeland Security/Federal Emergency Management (FEMA). This position entails providing clerical and secretarial support for an approximate 18 member project team engaging in multifaceted community outreach work to individuals, families, first responders, businesses, local government, schools, and other organizations within the Hurricane Harvey designated disaster areas as defined.</p> <p>Major Responsibilities:</p> <p>Department Support</p> <ol style="list-style-type: none">1. Collaborate with the supervisor to set timelines and prioritize assignments.2. Identify and implement initiatives to improve the efficiency of the work flow.3. Support the CCP in maintaining an effective and professional office environment. <p>Department Responsibilities</p> <ol style="list-style-type: none">1. Perform support functions for the program including fielding incoming calls from clients, ordering and maintaining supplies, maintaining files, and other duties as assigned.2. Assist the program manager and other staff with implementation of the requirements of applicable program(s) by communicating effectively.3. Work cooperatively, participating in meetings/trainings/special events, and completing assignments on time and accurately.4. Work with limited supervision and help clients in urgent circumstances by connecting them with appropriate resources and/or social services.5. Assume responsibility for acquiring the knowledge and skills for fulfilling duties.6. Collect, analyze, verify and submit data according to program

	<p>requirements.</p> <p>7. Gather, organize, review, and develop invoices and fiscal information to ensure quality management of the fiscal documentation required by the grant.</p> <p>8. Schedules and coordinates events and related activities with community organizations and project team members.</p> <p>9. Assist with the collection/monitoring of data and required reporting forms.</p> <p>10. Provide technical assistance and services as specified by the grant.</p>
Qualifications	<p>Experience: Two or more years of experience as a secretary.</p> <p>Special Knowledge and Skills:</p> <ol style="list-style-type: none"> 1. Basic proficiency in the use of software packages related to office operations 2. Strong organizational, interpersonal and communication skills 3. Ability to handle and prioritize multiple tasks 4. Ability to exercise initiative, decision making, and maintain confidentiality 5. Ability to create reports using tables, and graphs.
Salary/Hours	\$22,492.00 - \$25,834.00
Employer/Agency	Region 4
Application Method	Apply online at https://hr4u3.esc4.net/eFP50-SP1/RMWeb/AM/External/WebPostingDetails.aspx?UniqueKey=5d5d6b32-fa0b-4351-9977-cbbfb95a92e0
Opening Date	Immediately

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