



Administrative Assistant & TFC Program Assistant

Location: Pierre, SD

Agency: Capital Area Counseling Service

Employment Category: Hourly

Employment Type: Full-time

Wage: \$15 - \$16/hr. DOE

Position Description: This position provides support for professional staff and helps maintain organization in the Therapeutic Foster Care Unit and other departments in the agency when needed.

Responsibilities for this position include:

- Managing office telephone systems, including answering calls and returning messages
- Scheduling patient appointments and maintaining communication to confirm future appointments
- Coordinating daily office activities, greeting patients, and checking clients in and out for their appointments
- Assists TFC parents and staff but may perform work only under the social worker staff (TFC coordinators or TFC clinical specialists) and may not assume the full responsibilities and duties normally assigned to a social worker.
- Manage client charts and maintain compliance with agency guidelines and state regulations
- Adhere to all agency policies and state and federal laws regarding confidentiality of medical records
- Verifies insurance coverage and limitations, as well as updating clinic demographics
- Maintain communication and assistance via phone, e-mail, and mail
- Anticipate the needs of others to ensure seamless and positive experiences
- Handling office tasks such as: filing, scanning, generating reports and presentations, setting up for meetings, and reordering supplies
- Transports children
- Assist with monitoring children in the office
- Assist with taking children to medical appointments
- Assist with completing vouchers for/with foster parents, monthly reports and other TFC paperwork
- Assist with organizing events

Requirements

- High school diploma or equivalency
- One-year experience in a field related to administrative assistant duties
- Must be able to work under the direct supervision of professional staff, a social worker, or a social work supervisor. Cannot assume full responsibilities or duties of a social worker.
- Excellent customer service skills
- Ability to make independent decisions

- Ability to organize and prioritize
- Excellent communication skills, both verbal and written
- Knowledge of office management skills and ability to multi-task and prioritize work
- Collaborate with administrator, support personnel, management, and clients on a regular basis
- Excellent computer skills/proficient in computer applications, specifically MS Office
- Attention to detail
- Problem solving skills
- Maintain confidentiality and comply with agency compliance plan and code of ethics
- Strong organizational and planning skills
- May need to use personal vehicle for work-related tasks and must provide proof of insurance
- The paraprofessional may not have a substantiated report of child abuse or neglect.

To apply go to www.cacsnet.org and complete our application. Email the completed application and your resume to kellie.shuman@cacsnet.org. For questions contact Kellie Shuman at 605-224-5811.