

PARTNERSHIP FOR CHILDREN OF JOHNSTON CO., INC.

Position:	Program Assistant	Reports To:	Varies
Classification:	Non-Exempt	Department:	Varies
Effective Date:	3/1/2015	Salary Grade:	
Approved By:	_____	Date:	_____

Primary Objective:

To ensure quality services to all families, child care providers, and community members, as well as promote the overall mission of the Partnership throughout the county.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Answer telephone professionally and cheerfully and direct calls to appropriate extensions.
- Greet visitors and assists them in meeting with appropriate staff.
- Assist consumers in accessing program related information such as NC Pre-K applications, training information, parenting classes and resource materials.
- Provide filing and data entry support to NC Pre-K and Smart Start Programs
- Maintain reception area for a customer friendly atmosphere.
- Participate in community outreach events
- Maintains complete confidentiality at all times
- Program Specialists may be assigned some specific tasks outlined in this job description or may be required to do some of all of these tasks based upon the needs of the Partnership.
- Other duties as assigned by Supervisor and/or Management

QUALIFICATIONS:

- High School Diploma (Associate's Preferred)
- Bilingual Preferred
- Knowledge of child development and child care preferred
- Exceptional written and oral communication skills
- Ability to establish rapport with families, providers, community agencies and colleagues
- Flexibility in accepting job related tasks as agency needs arise
- Computer Literacy
- Ability to explain and interpret rules, policies and procedures
- Written and oral communication skills
- Knowledge of Johnston County preferred

ADA

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and /or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, perform accounting duties, operate a computer terminal and do extensive reading.