



Job Title: Social Service Administrative Assistant

Department: Social Services

Reports to: Director of Social Services, DSS

Status: Full-Time/ Non-Exempt

Schedule: 9:00am-5:00pm;

5 Days a Week/Weekends Included

Job Summary:

With the support of CHCF DSS Leadership, the SS Administrative Assistant ensures the smooth and efficient administrative operation of the CHCF Social Services team with our asylum-seeking families.

Duties and Responsibilities:

- Assisting case managers with the CARES database and collecting information from the Social Service Case Worker Team.
- Support DSS staff with preparation for monitoring and inspections, including preparation of education materials.
- Placing, receiving, and managing supply orders for the Department and events while maintaining logs and supporting documentation.
- Support social services staff with overflow work, including filing, word processing, data entry, and internet research task, scanning, any other duties needed to drive to department vision or goal.
- Ensuring operation of office equipment, calling, scheduling maintenance and repairs.
- Preparing the agenda for department meetings and directly with the DSS Director.
- Providing overall administrative support to DSS and Case Workers.

Qualifications and Skills:

- High School Diploma (Associates Degree preferred).
- Ability to travel to and from the DSS and CHCF Central Offices as needed.
- Minimum of 2 years working in an administrative office environment.
- Experience with office management tasks (inventory, organization, printing, copying).
- The DSS Administrative Assistant will also ideally have a proven facility in data entry in CARES database, customer service, and problem resolution.
- Bilingual is a must; English and Spanish fluency required

Salary: \$53,000.00

CHCF offers a comprehensive employee benefits package

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.