



Las Vegas Urban League

Job Description

Job Title: Program Assistant
Date Prepared: 6/23/2011
Department: Childcare
FLSA Status: Non-Exempt

General Purpose:

Under the supervision of the Subsidy Supervisor, the Program Assistant will provide support services for the child care subsidy and resource and referral programs. The Program Assistant will be responsible for fielding phone calls, record maintenance, accepting subsidy applications, subsidy prescreening filing, etc. This position will be housed at the main office or an out-posted office as needed.

Essential Duties and Responsibilities:

Assist families seeking services by providing basic program information and directing them to the appropriate program staffs.

Prescreen families for subsidy services through NCCS system.

Direct resource and referral calls to CCR&R staff

Provide on-going clerical support to subsidy staff as needed.

File all provider and client files, active and termed as well as all provider reimbursements.

Responsible to package updated clients files and assist with transporting files to storage.

Coordinate the distribution of provider and client packets as needed by Case Workers.

Coordinate the inventory and ordering of program supplies ensuring there are adequate supplies at all times.

May assist with office errands to include mail, picking up supplies, Costco shopping etc.

May be required to travel to other offices for coverage as needed.

Keeps the office well organized and clean.

Responsible to disinfect toys available to children in office.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V



Las Vegas Urban League

Performs other tasks as assigned.

Skills and Abilities Required:

The ability to use various types of computer applications; organize large amounts of information; handle multiple tasks in a busy office environment; alpha filing.

Education, prior work experience and specialized skills and knowledge:

High school diploma with experience in Human Service practice and customer service skills. Able to pass complete background check and drug test.

Physical environment/working conditions:

Requires the ability to exert a normal amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of office equipment and supplies. Ability to lift 50 lbs.

Equipment/machinery used:

Personal computer, fax machine, printer and other office equipment.

Signature: _____

Title: _____

Date: _____

For HR Use Only

Name: _____ Title: _____