

EQUAL EMPLOYMENT OPPORTUNITY

TITLE: **Support Clerk/Home Visitation Program**
Non-Exempt Status

Reports to: Supervisor of Home Visitation Program

The Support Clerk under the Select Home Visitation Program, funded by Department of Public Health will perform administrative and office activities for the Supervisor and Parent Educators. Duties may include fielding telephone calls, receiving and directing visitors, ordering supplies, word processing, filing, and faxing and monthly billing preparation. Software skills are required, as well as Internet research abilities and strong communication skills.

RESPONSIBILITIES:

- Oversees all aspects of office coordination.
- Maintain office calendar to coordinate workflow and meetings
- Coordinates meetings/events.
- Add data entry
- Interact with clients, vendors and visitors.
- Answer telephones-screen, transfer call to appropriate staff member.
- Perform general clerical duties to include but not limited to, bookkeeping, copying, faxing, mailing and filing.
- Sort and distribute incoming correspondence, including faxes and emails.
- Prepares correspondence containing routine inquiries.
- Assist in special events, such as fundraising activities, meetings and Community Outreach.
- Make travel arrangements or process transportation requests for staff, board and volunteers.
- May conduct research, compile data and prepare reports. Such as but not limited to: attendance, payments, intakes, and group waiting lists.
- Schedule initial intake assessments
- Help recruit clients into program
- All other duties as assigned.

Knowledge, Skills and Abilities:

- Computer Literate
- Good writing, analytical and problem solving skills.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to communicate effectively.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and facsimile machines.
- Ability to follow oral and written instructions.
- Must be bilingual in English and Spanish

Plaza Community Services

Serving the people of Los Angeles since 1905

Minimum Qualifications:

High School or GED required; A.S. in Human Services preferred, with two additional years of experience in community based service environment or other combination of education and experience, which demonstrate a candidate's ability to perform the above services may meet the requirements for this position. Must be able to work well either alone or as part of a team. Must be Spanish bilingual and have excellent communication skills.

Special Requirements:

- TB Clearance
- CPR certified
- Valid proof of valid CA Drivers License and insurance
- Successful Fingerprint clearance

Name (PRINT)

Name (Signature)

Supervisor Signature

Date

Date