



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

PROGRAM ASSISTANT (PROJECT IN- REACH)

DATE POSTED: April 29, 2016

APPLICATION DEADLINE: May 13, 2016

Position no.: 0103

Union Status: Non- Union

Starting Pay/ Range: \$13.93 p. hr.

Status/ Hours: PT/ Non- Exempt

Hours of Work: M-Th 9:00a- 2:00p

No. of Weeks: 52

Location: 286 Euclid Ave. Ste. 207; San Diego, CA 92114 **Dept. / Program:** Project In-Reach

Basic Job Assignment:

Under the general supervision of the Program Director, the Program Assistant is responsible for maintaining sensitive and confidential records, proper filing of documents; and performs program support functions as required.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of administrative/ clerical skills; accounting skills; customer service best practices; correct English usage, including spelling, grammar and punctuation; Agency and program rules, policies and procedures applicable to assigned areas of work; recordkeeping, bookkeeping, filing practices/procedures; mathematical calculations, and standard business software. The ideal candidate will also have the ability to work well with people, using courtesy, tact and diplomacy; Must be well organized and detail oriented; have strong interpersonal and communication skills, in person and on the telephone; Must be able to demonstrate ability to work effectively with others (including co-workers, program management, clients and others) by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; and addressing the diversity of our work force in actions, words and deeds; Operate a computer terminal and / or computer using word processing, spreadsheet, database and other standard business software; Communicate clearly and effectively orally and in writing; Maintain sensitive and confidential information; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- Graduation from high school or successful completion of a GED program. **AND**
- A minimum of two years Administrative, clerical, and/or secretarial experience in an office setting;
- Demonstrated proficiency and ability in general computer use required;
- Superior customer service skills required;
- TB test required upon hire and must be maintained every three years;
- Bilingual (English/ Spanish preferred)



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Example of Major Functions:

- Assists the Program Director and other staff in tracking client data and ensures proper maintenance of records;
- Picks up and distributes mail;
- Sends and delivers faxes;
- Copies, compiles and distributes documents and materials;
- Participates in the implementation of program and / or agency policies and procedures;
- Provides administrative and office support to the Program Director, supporting them in communicating with external agencies such as MTS;
- Ensures materials and reports for signature are accurate and complete;
- Ensures the timely processing of client records between the Program Director and Case Managers;
- Proofreads and checks typed and other materials for accuracy, completeness and compliance with NHA standards, policies and procedures;
- Reviews, determines the priority and routes incoming correspondence;
- Makes arithmetic or statistical calculations;
- Organizes and maintains office files;
- Monitors preparation and distribution of budget and financial reports;
- Directs and participates in implementing the section's records management procedures in accordance with the requirements of NHA's records management program;
- Maintains section personnel files, documents and time sheets;
- Monitors and maintains inventories of program supplies; Completes purchase requisitions;
- All other related duties as assigned by the Program Director.



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

- ***Please submit a DMV H-6 printout with your application.***

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

BENEFITS:

Eligible employees receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department