

***School Services Administrative Assistant***

***Status:*** Part-time, 28 hours per week (days & evenings)

***Skills/Knowledge Required:***

* Capacity to work cooperatively and independently.
* Proficient in MS Office and data base programs.
* Good written and verbal communication skills.
* Friendly, professional demeanor in person and on phone.
* Must be detail oriented and have excellent organizational skills.
* Ability to work well with a wide range of personality types, as a part of a team and with the ability to be flexible.

***Tasks & Responsibilities:***

* Coordinates school services as directed.
* Serve as liaison between Family Service and main contact at each partner school.
* Serves as liaison between therapists providing school services and school personnel.
* Monitor school-based service policies and procedures and identify inefficiencies.
* Assist in developing and implementing policies and procedures for school services.
* Maintain professional, positive, and cooperative relationships with agency staff and school personnel.
* Assist with creating or modifying all forms or brochures used in School Service program, if requested.
* Assist with execution of the “Memorandum of Understanding” for each district annually.
* Assist with completion of “School Template” for each school annually.
* Adhere to and consistently ensure policies and procedures for school services are being followed.
* Maintain client confidentiality.
* Orient agency staff and school staff to forms and procedures for coordinating referrals.
* Field phone calls from parties wishing to obtain information about school services, requirements for enrollment, fees, and program services, etc.
* Assist with orientation of new school service providers.
* Coordinate supply or IT needs for school-based staff.
* Ensure that pertinent client information for school-based services is entered into the data base at the time each chart is opened and closed.
* Write business correspondences as needed.
* Compiles and maintains statistical data for United Way outcome reporting or other funding source reporting and assist with writing reports as needed.
* Ability to travel to each Family Service office location and to each partner school, as needed.
* Represent the agency at school open houses as requested.
* Participate in agency and school meetings as requested.
* Other tasks and responsibilities as assigned.

**Please email resume and cover letter, along with desired hourly wage to** [**jbumber@fswaukesha.org**](mailto:jbumber@fswaukesha.org)