



POSITION ANNOUNCEMENT

DVIP Program Assistant

April 18, 2018

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking DVIP Program Assistant to provide administrative support to the DVIP program and DVIP Coordinator to ensure that the program exceeds goals and maintains compliance. **This is a 25 hour per week position.**

Responsibilities:

The DVIP Administrative position will drive the program to exceed program standards and maintain impeccable compliance. Must be flexible and open to change as well as creative in suggesting more efficient ways to streamline operations.

1. Answering and returning DVIP related phone calls; Respond to DVIP related email
2. Schedule clients and perform client intakes
3. Create client files and scan paperwork into client tracking system
4. Assist in data collection
5. Documents services by completing monthly and quarterly reports and completing other documentation as required by Agency, accreditation and ethical standards.
6. Communicate with probation officers, District Attorneys, and other community agencies as needed regarding compliance with DVIP
7. Assist DVIP Coordinator as required
8. Maintains harmonious working environment by participation in team and staff meetings, consulting with staff regarding topic areas, respecting cultural and lifestyle differences and by providing support and encouragement to other staff members.
9. Assists agency in overall service delivery by performing other administrative duties as delegated or required.

Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face.
4. Conviction about the capacity of people to grow and change.
5. Ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members.
6. Ability to sit, stand, walk, climb stairs, lift light objects as needed, move about the office or otherwise perform the physical tasks required to perform the duties listed above.
7. Exceptional organizational and communication skills required.
8. Minimum of 2 years administrative experience required. Bachelor's degree in human services, criminal justice, social work or related field preferred.

Send resume and letter to:
Human Resources
Family Service of the Piedmont
902 Bonner Drive
Jamestown, NC 27282

FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER