



JOB DESCRIPTION

JOB TITLE: Program Assistant

PROGRAM / DEPARTMENT: Pathways

REPORTS TO (Title): Director of Pathways

FLSA STATUS (Exempt or Non-Exempt): Part-Time, Non-Exempt

SUPERVISORY RESPONSIBILITY: None

POSITION SUMMARY: Assist the Director in overseeing the Pathways Center including providing services to residents and supervising activities and the property. Work schedule: Monday – Friday, 12:45 PM – 5:45 PM.

ESSENTIAL FUNCTIONS:

- Provide support and services to residents as determined by the Director of Pathways. Duties may include regular interactions with residents and monitoring of common areas.
- Follow security protocols of the building, property, and residents.
- Answering phones; assist in the management of waiting list and admission inquiries.
- Assist the Activity/Volunteer Coordinator as needed.
- Assist volunteers as needed; provide support with meals and activities.
- Enforce Pathways rules and policies.
- Inform the Director of Pathways of problems and rule violations.

OTHER FUNCTIONS

- Receive and organize donations to Pathways.
- Be available to fill in as a Resident Manager on nights and weekends as needed.
- Other duties, as the Director of Pathways may deem as necessary.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EQUIPMENT USED

Telephone, computer, copier, and fax.

WORKING CONDITIONS

General office environment and indoor shelter environment.

PHYSICAL AND MENTAL REQUIREMENTS:

Speaking, standing, sitting, walking, writing, problem solving, carrying, reaching, lifting, bending, pushing/pulling, squatting, and patience

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school required or equivalent required.
- Human services experienced preferred.

KEY COMPETENCIES:

- Must be able to demonstrate strong organizational and customer service skills.

- Must be compassionate, flexible, and demonstrate the ability to deal with diverse people and situations.

LICENSES AND KNOWLEDGE REQUIREMENTS

None