**Office Assistant V-vacated by Amanda McDaniel**

**Job Requirements:**

The primary duties of this position which is assigned to the Child Welfare Unit, are to perform a variety of program and administrative tasks in support of the Child Welfare Unit. The predominant functions of this position include Public Contact, records and Reports, and Composition. The operation of office equipment and file management are supportive of the predominant functions. This position serves as a liaison between supervisors, social workers, and clients, as well as multiple community partners. This position is expected to work and function independently with little direct supervision from the SW Supervisor III responsible for the unit. The individual in this position will work as a team with the staff and administrative support person to complete additional duties in the Children Services Permanency Planning Unit. This individual will also, carry the duties of performing Emergency Shelter duty as needed.

**Essential functions;**

 The individual in this role carries various responsibilities including coordinating, planning and implementing various program component especially in the areas of community education. The individual in this role is viewed by the community and the staff as the primary resource and principal administrative and program support regarding several processes and procedures applicable to the program, especially in regards to the Central Registry System, SIS System, OLV, MRS Database, 911 logs, Criminal Background checks, VCAP, NCFAST and multiple areas in children services data collection and distribution.