

**KANSAS PARENTS AS TEACHERS ASSOCIATION (KPATA)**  
**Bright Futures Program (BFP)**  
Administrative Assistant  
Position Description

**Position Title:** Administrative Assistant

**Direct Supervisor:** Quality Implementation Director

**QUALIFICATIONS**

Educational requirements are to include 60-college hour's minimum, Bachelors preferred; strong oral and written communication skills; strong organizational skills; current personal computer (PC and/or Apple) experience; Microsoft Office proficiency.

Knowledge and experience includes the following: establishing and maintaining records; coordinating assigned projects; compiling and distributing a wide range of grant reports for both federal and state performance standards.

Other personal skills and attributes will include good interpersonal skills, ability to work cooperatively and effectively with team members.

**Duties and Responsibilities:**

1. Follow all applicable PPS policies, procedures, including revisions during the grant period.
2. Ensure contracted programs initiate contact with the family within 48 business hours of receipt of referral to review prevention plan.
3. Perform all tasks related to monthly or quarterly reports to the Quality Implementation Director.
4. Acknowledge to the referring worker receipt of referral within 24 business hours.
5. Compiles data (training, budgets, invoices, and state and federal required information) for the purpose of preparing reports.
6. Track in Excel (or similar format), to be determined by the Grants Manager, child level service milestone data elements for every child in the family designated a candidate for foster care (at risk of removal). Data elements to track, include but are not limited to, referral source of PPS prevention grant, name of program or service intervention, DCF Client ID, age of child at referral, date of referral and dates of service start and end.
7. Report cases of suspected child abuse and neglect immediately to DCF or law enforcement in accordance with KSA 38-2223.
8. Maintain a public image that is supportive at all times towards the public/private partnership.
9. Provide full disclosure, open and direct communication and transparency with DCF in all matters.
10. Maintain case information on a timely basis that reflects the complete and current history of assessment information, and services provided and progress of services, for the family.

11. Other duties as assigned by the Quality Implementation Director of KPATA's Bright Futures Program.

**Physical requirements/Working conditions**

- Requires prolonged sitting or standing
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials
- Requires stooping, kneeling, crawling, bending, turning and reaching
- Requires climbing and balancing

**Direct Reports**

- None

**Pre-Employment/Yearly Requirements:**

- Employee shall meet all the pre-employment and yearly requirements as specified in the Policies of the Kansas Parents as Teachers Association.

**Term of Employment**

- 12 month
- At will employee

**Salary**

- Position will be reimbursed based on the amount approved by the KPATA Board of Directors.

**EVALUATION:**

- Performance will be evaluated in accordance with KPATA Board policy.