

Southern Oregon Child & Family Council Position Summary

*** Area Assistant ***

Job Summary & Requirements:

The Area Assistant assists the Area Manager in all areas of center operations, as well as providing a wide variety of general clerical support, including: answering phones, maintaining accurate filing and sorting of information, monitoring and maintaining center database records and generating reports. This position requires very high stamina and the physical ability to interact with young children.

Education Requirements:

This position requires a High School Diploma or GED; post-secondary or technical education and/or training preferred.

Hours Per Week: 40

Agency hours of operation are from 6:30 AM to 6:00 PM. Shifts vary and are as assigned.

Number of Work Weeks per Year: 39.8 weeks, *beginning 8/27/09 and ending 5/28/10*

Number of Layoff Weeks per Year: 12

This is an unpaid layoff, during which you may be eligible for unemployment benefits.

Starting Salary: \$10.54 Hourly

Actual starting salary for this position may vary depending on education, qualifications, and specific position assignment.

Employment Contingencies:

- Employment Application;
- Interview;
- Policy Council Approval;
- Criminal Registry Background Check;
- Drug Screen, Physical and Functional Test;
- Health Self Appraisal;
- Proof of Current Auto Insurance Coverage;
- Valid Oregon Driver's License;
- 5 Year Driving Record;
- Employment Paperwork (*upon completion of above contingencies*)

Benefit Package:

Paid Holidays

Paid Winter and Spring Break (*total hours paid may vary by seniority and position*)

After 120 days of Full Time employment (*24+ hours per week*), employees are eligible for paid time off, sick leave, and health insurance (*medical, Rx, dental, & vision*).