

# Southern Oregon Child & Family Council Position Summary

**\*\*\* Service Area Assistant \*\*\***

## **Job Summary & Requirements:**

The Service Area Assistant supports all departments and centers within the Agency with high level clerical support, record keeping, preparing complex reports, and excellent public relations.

## **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: 46 weeks**

## **Number of Layoff Weeks per Year: 6**

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

## **Starting Salary: \$12.21 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;
- 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*).