



State Court Administrative Office Position Available
PROGRAM ASSISTANT
Foster Care Review Board, Child Welfare Services
Salary: \$38,502.72 - \$48,713.04

The Foster Care Review Board (FCRB) is looking for qualified candidates for the position of Program Assistant. The Assistant provides administrative and secretarial support to the Foster Care Review Board program which includes twelve (12) regional Foster Care Review Boards and seventy (70) volunteer board members. The Program Assistant is responsible for all administrative aspects of FCRB monthly case reviews for six (6) regional boards and foster parent appeals; providing assistance with board member trainings; and entering and maintaining case review data in the FCRB data system. Essential duties include, but are not limited to, the following:

- Schedule FCRB monthly case reviews and foster parent appeals;
- Proof reports, correspondence, and other documents following established procedures or specific instructions within required timelines;
- Answer phones and emails; provide program and resource information as requested;
- Process and track applications for board membership;
- Process board member expense and travel vouchers. Verify accounts payable with Finance.
- Assist with travel arrangements;
- Assist with board member orientation and other trainings;
- Serve as point of contact for board members for orientation, trainings and meetings;
- Provide back-up assistance for other administrative duties as needed.

Case Reviews:

- Select and schedule cases for review. Process requests for reviews pursuant to policy;
- Collect all case documentation for review meetings and appeals within required timelines;
- Upload review schedule and case documentation to the extranet once received and inform board members;
- Distribute questionnaires and notify all interested parties of review date and time within required timelines;
- Upload returned questionnaires to the Extranet upon receipt;
- Confirm the date and times of review sites – distribute schedules annually;
- Proof, edit and distribute FCRB case review and appeal reports within required timelines;
- Distribute satisfaction surveys and follow up when not timely received;
- Enter required data for each case reviewed, verify data inclusion and accuracy;
- Assist board members as needed.

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE: The job requires knowledge of a specialized nature, normally acquired through a general high school education and from specialized training such as that acquired in the first year of college, technical or business school in word processing, writing skills, office management, and related areas, plus two years of experience applying knowledge of word processing, Microsoft Access, data entry and retrieval, and spreadsheet applications.

KNOWLEDGE & ABILITY: Basic computer skills and excellent interpersonal and communication skills. Must be able to multitask and prioritize multiple projects with competing deadlines.

PHYSICAL REQUIREMENTS: Working conditions are normal for an office environment. Must be able to sit for prolonged time periods, lift or move documents and materials weighing up to 45 pounds. Occasional in-state

travel.

WORK LOCATION: The work location is at the Hall of Justice in Lansing, MI. Remote work arrangements and flexible scheduling may be available depending on job duties.

TO APPLY: Please e-mail your cover letter and resume in Word or Adobe.pdf format to jobapps@courts.mi.gov and include "FCRB Program Asst" in the subject line. If you are unable to e-mail applicant materials, please contact Judicial Human Resources (517) 373-1147 for assistance.

APPLICANT DEADLINE:

January 22, 2021

5:00p.m.

AN EQUAL OPPORTUNITY EMPLOYER