



## State Court Administrative Office Position Available **PROGRAM ASSISTANT** Foster Care Review Board, Child Welfare Services

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 within the Child Welfare Services Division by independently performing a variety of operational or administrative tasks requiring a thorough knowledge of departmental policies and procedures in order to achieve division goals. The Program Assistant is responsible for all administrative aspects of FCRB monthly case reviews; 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;
- Maintain case files and information databases. Retrieve and search as necessary;
- 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 for requested cases 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, desktop publishing, presentation, 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:** Hall of Justice, Lansing, Michigan.

**TO APPLY:** Please e-mail your cover letter and resume in Word or Adobe.pdf format to [jobapps@courts.mi.gov](mailto:jobapps@courts.mi.gov) and include "FCRB Program Assistant" in the subject line. If you are unable to e-mail applicant materials, you may send them to: Judicial Human Resources, Attn: FCRB Program Assistant, P.O. Box 30052, Lansing, MI 48909.

**APPLICANT DEADLINE: MONDAY, DECEMBER 10, 2018**  
AN EQUAL OPPORTUNITY EMPLOYER