

ADMINISTRATIVE ASSISTANT (OCS/ICPC)

Start Date: 07/20/2021 End Date: 08/01/2021

If you are interested in applying, please submit your cover letter and resume to
sarah.chesley@cnswfl.org

- Children's Network of Southwest Florida, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ High school diploma or general education degree (GED) required, A.A. degree preferred; minimum of three (3) years of previous administrative/secretarial experience and/or training, or equivalent combination of education and experience.

General Purpose of Job (Full job description provided upon interview)

Assist the OCS/ICPC Supervisor with the processing of out-going and in-coming out of county service requests and Interstate Compact requests. Support the OCS/ICPC Unit case managers by completing administrative functions related to home study's and maintaining systems for tracking and reporting.

PRE-EMPLOYMENT REQUIREMENTS

CERTIFICATES, LICENSE, REGISTRATIONS, BACKGROUNDS, DRUG SCREENS, ETC.

- ◆ Valid driver's license, clean driver's check, and proof of insurance is required
- ◆ No special certification or registration is required for this position
- ◆ Criminal background screening (FBI/FDLE and Local Law Enforcement) and Abuse Registry Check
- ◆ Drug Screening is a requirement
- ◆ Children's Network participates in E-Verify

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying