

**Child Care Council of Kentucky
JOB DESCRIPTION**

JOB TITLE: CCAP Administrative Assistant	DEPARTMENT: Child Care Assistance Program
CLASSIFICATION: Hourly	REPORTS TO: CCAP Supervisor

POSITION SUMMARY:

The Administrative Assistant is responsible for aiding in the implementation of the Child Care Assistance Program according to policies of Division of Child Care and Child Care Council of Kentucky.

ESSENTIAL DUTIES

1. Aid in the implementation of Child Care Assistance Program in accordance with policies and contract.
2. Act as first point of contact for the Child Care Assistance Program.
3. Provide clerical support.
4. Answer phone lines and maintain a telephone log of all client and provider calls.
5. Route calls to the correct staff person.
6. Prepare information packets.
7. Process mail.
8. Compose routine correspondence.
9. Maintain files.
10. Compile supply order.
11. Prepare and compile statistical and narrative reports.
12. Compile and distribute minutes from CCAP staff meetings.
13. Any other duties as assigned.

In addition to the above the Administrative Assistant must possess the ability to become familiar with all aspects of the Child Care Council of Kentucky and have the ability to take on other responsibilities as assigned.

OTHER DUTIES:

1. Must be willing to travel to other counties and use own car as transportation.
2. Keep abreast of all changing CCAP policies and procedures.
3. Other duties as assigned based on policy at the time
4. Must be willing to work non-traditional hours as needed

EDUCATIONAL REQUIREMENTS:

A minimum of a GED or high school diploma. At least one year of administrative assistance is a plus. Bilingual skills a plus.

ADDITIONAL REQUIREMENTS:

Valid driver's license and reliable transportation.

Must pass a drug screening

Must pass a CRC and CA/N check

SKILLS:

1. Excellent communication skills
2. Excellent computer knowledge
3. Detailed organizational skills
4. Attention to details
5. Patience and understanding
6. Excellent phone skills
7. Ability to work as part of a team
8. Professional and courteous
9. Accountability
10. Sound judgment under pressure
11. Ability to type 55 wpm
12. Capacity to maintain confidentiality
13. Proficient in Microsoft Office Programs and Web related database applications

TYPICAL PHYSICAL DEMANDS:

Medium work

EXPOSURES: Non- hazardous

SUPERVISORY RESPONSIBILITIES: None

EQUIPMENT TO BE USED:

1. Computer
2. Multi-line phone
3. Fax
4. Copier
5. Calculator