



## **Family Link & Family Link Plus Preventive Programs**

**Title:** Administrative Assistant/ Statistics Manager

**Job Description:** The Administrative Assistant/ Statistics Manager is responsible for working as part of a preventive services team to families involved in the child welfare system. Promotion of quality services, family empowerment, and provision of support to family members are central features of this position. The Administrative Assistant/ Statistics Manager will create and maintain records, manage office supplies and expenditures for program, and conduct general office management duties.

**Reports to:** Director, Family Link & Family Link Plus Preventive Programs

### **Job duties and responsibilities:**

- The AA/ Stats Manager will collect, collate, and report program statistics for the Family Link and Family Link Plus Programs in order to provide quality assurance to maintain program standards
- The AA/ Stats Manager will maintain and disseminate in-house tracking system RE: FASPs, FTCs, assessments, and new intakes/ closures
- The AA/ Stats Manager will answer the main telephone line and greet and announce clients for staff
- The AA/ Stats Manager will assist with FTC scheduling and maintain documentation/ tracking system regarding Family Team Conferences
- The AA/ Stats Manager will perform general office duties including but not limited to creating case records filing, maintaining sufficient office supplies, tracking petty cash, submitting bills/ orders, and additional general office management duties
- The AA/ Stats Manager will complete paperwork and reports as required for city, state, and agency accountability
- The AA/ Stats Manager will conduct home/ other visits with families to support families and case planning staff and provide case management support/ translation as needed
- The AA/ Stats Manager will attend MHA-NYC and ACS meetings and trainings as appropriate
- The AA/ Stats Manager will serve as a liaison with community resources, including but not limited to the monthly Bridge Builders Community Partnership Meeting

### **Qualifications:**

Bachelor's degree required. Excellent organizational and communication, both written and verbal. Excellent computer literacy skills required. Previous experience in quality improvement/ quality assurance preferred. Bilingual and bicultural candidates are encouraged to apply. Bilingual Spanish preferred.

**Apply:** Please send resume and cover letter to [mmorris@mhaofnyc.org](mailto:mmorris@mhaofnyc.org)

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.