



## **JOB DESCRIPTION**

**JOB TITLE:** Administrative Coordinator

**DIVISION:** Georgia

**REPORTS TO:** Dir. of Foster Home Development/  
Dir. of Finance

**DEPARTMENT:** Home Study / Accounting

**SUPERVISION TO:** None

**CLASSIFICATION:** Non-Exempt

### **JOB FUNCTION:**

The overall responsibility of the Administrative Coordinator is to manage administrative tasks that supports the Home Study and Accounting Departments.

### **Core Responsibilities and Expectations**

#### **Home Study Department**

Specific duties may include but are not limited to:

- Assist Home Study Specialists and Home Study Contractors with the completion of documents related to the approval of prospective or current foster, respite or adoptive families
  - Send out email reminders to families regarding paperwork
  - Complete background check requests
- Assist with internal audits of prospective or current foster, respite or adoptive family files (extended Reach)
  - Communicate with FFC's and families via telephone and/or email regarding compliance matters
- Manage all data in GA+SCORE related to prospective or current foster, respite or adoptive family files (maintain relationship with Care Solutions)
  - Upload paperwork for initial approvals, re-evaluations and addendums
- Assist home study department with GA+SCORE and ER data entry for prospective or current foster, respite or adoptive family files
- Manage receipt and appropriate distribution of fingerprint clearance letters
- Understand and be able to clearly articulate FaithBridge Foster Care's mission, Community of Care Model, and the process for becoming a foster/respite parent and volunteer
- Have a strong working knowledge of GA+SCORE and extended Reach and will understand how data in each system is related to the Performance Based Contract scoring process.
- Understand the policy requirements for foster families and will insure that foster families maintain full compliance with DFCS, OPM, RCCL, and FaithBridge

#### **Accounting Department**

Specific duties may include but are not limited to:

- Assist in processing trade payables



- Assist with per diem and reimbursement payments to the foster parents
- Be the point of contact between internal and external parties
- Purchase and maintain office/break room supplies and equipment
- Complete monthly and annual facility checklists
- Assist with general office duties as requested

**EQUIPMENT USED:** Phone, copy machine, fax, computer

**COMPETENCIES:**

- Planning & Organizing/Time Management
  - Develops or uses systems to organize and keep track of information; sets priorities with an appropriate sense of what is most important and plans with an appropriate and realistic sense of the time demand involved; keeps track of activities completed (and yet to do) to accomplish stated objectives; keeps clear, detailed records of activities related to accomplishing stated objectives; knows status of one's own work.
- Work Quality
  - Error rate of work is consistently low; always or nearly always self-monitors and can self-correct for avoidable errors and problems; work is well-known by peers as being error-free and may have reputation for setting the standing; consistently seeks more effective ways of approaching work.
- Work Quantity & Productivity
  - Assigned tasks and projects are often completed ahead of the required or expected time; seeks out extra tasks/projects to undertake, or will help others complete their tasks and projects; can self-monitor and self-regulate their own work output to ensure completion of all needed tasks.
- Build Relationships
  - Easily builds relationships with individuals and groups; makes a consistent effort to encourage trust and cooperation and frequently takes a leading role in fostering a positive and productive team spirit; always has a positive outlook and pleasant manner; values diversity, accepts others; stimulates teamwork and a good attitude in others.
- Collaboration & Teamwork
  - Outstanding team player; collaborates easily and encourages others to work together to find solutions; often leads teams; sought out to help resolve conflicts, fostering integrity and trust; solicits feedback from group members and organizes information to make necessary adjustments; regularly communicates progress and celebrates team milestones.
- Communication - Written & Verbal
  - Displays a quick grasp of the significance of information communicated and nearly always initiates or responds to communications in an appropriate, time and comprehensive manner; displays skill in reducing complex information to simple forms/terms and helps others to understand that information; involves the right people in discussions when issues arise and provides solid summaries of discussions and seeks consensus to summarize points discussed.
- Honesty & Integrity
  - Does the right thing even when nobody is looking; stays true to his/her beliefs regardless of situational challenges; highly respected for consistently "walking the talk"; says what he/she means and means what he/she says; knows how important the Statement of Beliefs are to the organization and does an excellent job supporting them.



- Initiative
  - Goes beyond expectations in work assignments; thinks strategically and anticipates the needs of the organization; leads with initiative and ideas, gathers support from others to meet common goals; seeks out and accepts additional responsibilities.
- Policy Compliance
  - Has thorough understanding of organizational and industry regulations, policies, laws and guidelines; focuses on broad organizational and industry issues; provides practical, relevant ideas on how the organization may implement improvements in line with policies; able to see complex nuances relating to policies.
- Attention to Detail
  - Provides accurate, consistent data on all work; provides information on a timely bases and in a usable form to others who need it; maintains a checklist, schedule, calendar, etc. to ensure that small details are not overlooked; carefully monitors the details and quality of work and others' work; takes necessary actions to produce work that requires little or no checking; uses knowledge of the organization and the organization's business environment to turn data into insight.

## **QUALIFICATIONS:**

**Education and Experience:** Bachelor's Degree preferred from an accredited college or university. A minimum of one (1) year administrative experience is required.

## **Skill Requirements:**

- Passionate desire to see restoration and healing occur in families and children
- General understanding of the child-welfare system in Georgia
- Ability to easily establish and maintain rapport and DFCS and other community partners
- Strong character, integrity, and discernment
- Excellent interpersonal skills and ability to be emotionally and spiritually supportive of others
- Exceptional communication skills (oral and written)
- Proficient in Microsoft Office and ability to easily learn new software systems
- Superior organization skills and detail-oriented
- Data-entry and system-management skills
- Excellent follow-through
- Ability to multi-task and remain flexible
- Ability to work independently and with a team
- Ability to use a productive, problem-solving approach to generate creative ideas on how to address changes

**Physical Requirements:** Hearing and speaking ability which allows for effective oral communication of information. Ability to physically transport self and clients to various locations. Physical and emotional stamina to effectively handle job related issues and stress.

To apply, please send your resume and cover letter to [careers@faithbridgefostercare.org](mailto:careers@faithbridgefostercare.org)