



Journey of Hope Admin Assistant - Purchasing & Inventory Specialist

Reports to: Lead Quality Case Records Specialist

Hours: Full-time, non-exempt position, M-F, 40 hours with flexibility to meet the needs of the program.

General Statement of Duties: The Administrative Assistant for Purchasing and Inventory will assist the Program with various administrative tasks and functions. They are responsible for monitoring all purchasing and inventory as it relates to UCs, facilities, clinical, case management, and supervisory team offices. This position will manage all invoices and receipts and collaborate with HFI's Finance Department to account for all receipts. This position will also manage petty cash for the Emsworth and Moon Campus group homes. It is highly preferred that candidates are bilingual in Spanish and English.

Essential Functions:

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Organizes, implements, and maintains quality assurance system to assure accuracy of original documentation in client Master Files.
3. Participates in the ongoing development of services.
4. Communicates any problems that arise regarding the operations/functioning of Journey of Hope with program administration.
5. Attends to program day to day finances- including the organization of credit card and petty cash receipts.
6. Collaborates with Admin Assistants to maintain the supplies of the different areas of the program including paper, office supplies, and house necessities.
7. Coordinates the financial aspects of travel arrangements for program discharges with Case Management team leadership.
8. Participates in team meetings and other meetings.
9. Maintains confidentiality regarding clients.
10. Adheres to the guidelines of HIPAA.
11. Demonstrates excellent organizational and administrative experience and skills.
12. Demonstrates proficiency in computer skills.
13. Demonstrates ability to operate all office equipment, i.e. fax, scanner, copier, etc.

14. Demonstrates ability to respect client's rights and safety.

Minimum Qualifications:

An Associate's Degree is required. Bachelor's Degree is preferred with a minimum of 1 year experience in a clerical role where finances are handled. Fluency in both Spanish and English (speak, read, and write) strongly preferred. Final candidate must be approved by the Office of Refuge and Resettlement. EOE