



## ADMINISTRATIVE ASSISTANT (IFST)

If you are interested in applying, please submit your cover letter and resume to [bsylvain@cnhc.org](mailto:bsylvain@cnhc.org)

- Children's Network of Hillsborough, 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 Hillsborough 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 Director of Operations and IFST Department with correspondence, appointments, including internal and external schedules, and the daily administrative duties of the IFST Department. Support the Family Finding, ICPC, Diversion, and the Court Liaisons team by completing administrative functions and maintaining systems for tracking and reporting.

#### **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 Hillsborough, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying