



Administrative Assistant (Part-time)

We have an immediate need for a part-time Administrative Assistant at our Northwest location at 88th & Blondo. Monday through Friday, 3:00pm – 6:00pm.

We have been operating with COVID mitigation methods in place so we can provide fulfilling work in a safe environment. **Come join our team!**

CRCC Mission and Values

CRCC is a local non-profit organization that has served the special health and education needs of Omaha children since 1990. We offer innovative care and education for families of all abilities to grow together, develop life-long skills, and reach their fullest potential. We value Quality Care for Children, Family Involvement, and Staff Excellence. Our work environment is energetic and team-oriented.

Essential Functions/Responsibilities

- Serves as a receptionist to all visitors, clients and staff who enter the building and ensures they are properly checked in and directed within the building.
- Answers phone calls, keep records of telephone messages or locate appropriate person as appropriate.
- Disseminates mail to appropriate staff.
- Assists staff as needed with projects, reports, letters, and other tasks to help with efficient operations of the center.
- Types menus for the centers.
- Ensures all office supplies are ordered, maintained and stored properly.
- Oversees the smooth functioning of all office equipment, and notify manager of needed repairs (to include but not limited to the copy machine, printers, fax machine, and postage machine).
- Assists with obtaining center donations as needed.
- Keeps up-to-date attendance records and files on children and staff.
- Updates the sign-in sheet and assists staff with ensuring daily documentation of attendance are properly recorded.
- Assists with keeping client information on database and in other files up to date.
- Assists with scheduling, receiving, filing and other administrative tasks for the outpatient Behavior Health and Rehabilitation programs.
- Plans for other staff to cover the front receptionist duties when need to tend to other tasks or during planned absences.

Family Support Services:

- Greet parents, families and visitors during drop off and/or pick up times.
- Assists staff with parental/family communications.
- Refers parents/visitors to appropriate staff when questions arise.
- Acknowledges the role of parents as primary caregivers by supporting their child rearing efforts.
- Possess understanding, patience, and flexibility in dealing with children, parents, visitors and staff members.

General Responsibilities:

- Works to support CRCC's mission statement and contributes to positive community/center relations.
- Follows policies set forth in personnel policy manual.
- Uses unstructured time to improve own skills and participates in in-service trainings.

- Consistently applies CRCC operating policies and procedures, including State and Fed regulations and Accreditation Standards.
- Willingly accepts guidance and respects input and suggestions.
- Makes suggestions and implements changes to help center operate more efficiently.
- Accepts other duties as assigned.

Professional Attributes:

- Adheres to work schedule and daily time schedule.
- Strives to maintain harmonious relationships and communication with all staff members.
- Keeps all information on children and their families confidential.
- Discusses concerns directly and openly with appropriate staff person.
- Serves as appropriate adult role model for children at the Center.
- Assumes assigned responsibilities without need of continuous supervision and carry them out within a reasonable time frame.
- Keeps work area clean and organized.
- Remains calm and poised during challenging situations.
- Demonstrates professionalism as an administrative assistant by wearing their CRCC name tag.
- Demonstrates pride in work and the business by practicing good grooming and wearing appropriate clothing.

Minimum Qualifications

- High school diploma or equivalent with 2 yrs. experience in general office work.
- Must be able to type accurately at a speed of 55 wpm.
- Must be a sound speller and have a good working knowledge of English grammar.
- Must have good working knowledge of Microsoft Windows and Office programs including Word, Excel and Outlook. Possess computer proficiency by being able to navigate through various Microsoft and web-based platforms with limited guidance.
- Must have a pleasant phone manner.
- Able to relate to children and adults.
- Willing to increase knowledge in field of endeavor.
- Must meet agency's conditions of employment regarding health status and clearance with the Nebraska Child Abuse/Neglect Central Registry and/or Adult Abuse/Neglect Registry, the Omaha Police Department, criminal background check, and fingerprinting.
- Ability to multi-task, maintain organization and meet deadlines independently.

Benefits

CRCC offers an Excellent Benefit Package for full-time associates.

- Health insurance
- Dental insurance
- Vision insurance
- CRCC-paid short & long term disability and life insurance
- PTO and Holiday pay
- 401k with match

CRCC, Children's Respite Care Center, is an Equal Opportunity Employer M/F/D/V

To learn more about CRCC, visit us online at: <http://www.crccomaha.org>.

Qualified applicants may apply online at: <https://crccomaha.org/who-we-are/careers.html>.