

POLK COUNTY DECATEGORIZATION

“Decategorization” is an initiative established pursuant to Iowa Code Section 232.188 designed to redirect child welfare and juvenile justice funding to services that are more preventive, family-centered, and community-based in order to reduce use of more restrictive approaches.

POSITION DESCRIPTION: Decat Administrative & Resource Assistant

NATURE OF WORK

This is a part-time position, averaging around 29 hours per week, that assists with record keeping for Polk County DCAT and grant funded projects that address child welfare/juvenile justice issues; provides maintenance of website, and assists Decat Coordinator in administrative and clerical Decat activities.

EXAMPLES OF DUTIES

Under supervision of the Polk County Decategorization Coordinator, the Program Administrative & Resource Assistant will perform the following types of activities in accordance with the Code of Iowa and federal oversight:

A. Administrative

1. Complete and ensure the distribution of minutes, agenda, and reports to committees, funders, and project files,
2. Prepare budgets, gather statistical and other supporting data and compile budget projections.
3. Reserve rooms, ordering and set up details for meetings.
4. Maintain inventory and order supplies and equipment.
5. Accurately file financial and grant documents, correspondence and committee information in appropriate files
6. Assist with the CPPC, MYFI, CBCAP and other programs as needed.
7. Create and distribute weekly resources emails to designated distribution lists.
8. Maintain and update resources information and the Decat website

B. Flex Funding

1. Procure and record all purchases, cards and checks requested through the system designed to utilize flex funding from Decat.
2. Assist DHS workers and supervisors with funding requests per the PRC/ FTM purchase card distribution set up.
3. Review written request from DHS/JCS workers for completeness, accuracy and detail of request.
4. Facilitate access to flex funding on emergency need basis.
5. Maintain documentation of requests and results of request. Track funding to assist with future determination of funding needs/ gaps in the community resources available.
6. Monitor spending and inform coordinator
7. Process claim vouchers and maintain document file regarding funding usage.

C. Contract Monitoring

1. Process contractor claims for submission to Central Office.
2. Prepare files for submission for audits conducted by Central Office.
3. Maintain documentation of all contract activities and communications as needed.
4. Assist Contract Monitor and Manager with quarterly report tracking and grant site audits.

D. Website Maintenance

1. Keep CPPC Resources page up to date, accessing articles, grants information, local resources and other children and family supportive information for posting on the website.
2. Maintain current website data on Polk County Decategorization web calendar.
3. Post news and events conducted by Decat and Decat funded programs, including CPPC, to website regularly.
4. Utilize website regularly to meet open meeting law requirements by posting minutes and meeting dates / times.

E. Other

1. Assist Decat Coordinator in day-to-day activities of the Polk County Decategorization Project.
2. Manage Event Funding Requests process, including Steering Committee voting, correspondence with the requestors, processing of payments and MOUs, and following up reporting
3. Respond to contractor questions in the absence of the Coordinator as appropriate.
4. Maintain frequent contact with Decat Coordinator.
5. Attend community meetings as needed.
6. Perform related duties as assigned.

WORK EXAMPLES

Maintains a significant phase or segment of a clerical process or office activity.

Provides non-technical information orally and in writing to employees and the general public at the direction of the Decat Coordinator, DHS or JCS.

Verifies appropriateness of, and processes purchase orders and related control documents for payment; keeps associated files; processes payrolls, invoices, checks, vouchers, or other transactions; prepares and posts to single entry books or ledgers by hand or machine.

Examines checks and verifies complex statistical and other reports for completeness, appropriateness, adequacy, and accuracy of computations; determines conformity to established requirements, and personally follows up the more complicated discrepancies.

Composes routine or recurring correspondence frequently without instruction or review; gathers information; transmits orders and instructions with the authority of the supervisor.

Exercises judgment in making non-technical decisions in accordance with policies and practices of agency served and laws or regulations controlling its operation.

Operates photocopy machines, calculators and other standard office equipment; may occasionally type where accuracy rather than speed is essential.

Regularly interfaces with Department Social Workers and Juvenile Court Officers to assist with concrete supports for their clients.

Updates and maintains website.

Makes preparations for meetings, including distribution of agendas and minutes, printing and copying of all meeting materials, ordering and picking up food, taking meeting minutes, etc.

COMPETENCIES REQUIRED

- **Highly proficient in Excel and Word** and knowledge of other office programs
- Knowledge of effective English usage as they relate to spelling, punctuation, grammar and sentence structure.
- Knowledge of professional accounting and auditing theory, methods, standards and procedures.
- Ability to perform detailed work involving the application of accounting theory to routine accounting or auditing assignments.

- Ability to evaluate accounting problems of moderate difficulty and to analyze and interpret less complex accounting records and reports.
- Ability to enforce contractual obligations while positively interfacing with Department Social Workers and Juvenile Court Officers
- Ability to read, comprehend and apply appropriate state laws and regulations pertinent to the accounting and/or auditing functions of the agency of employment.
- Ability to prepare complete, concise, and accurate accounting and auditing reports.
- Displays a productive workflow despite frequent disruptions
- Knowledge of general office procedures and equipment.
- Ability to apply good human relations practices.
- Knowledge of the purpose and objectives of the unit to which assigned.
- Ability to interpret and follow oral and written instructions.
- Ability to perform varied clerical tasks with speed and accuracy.
- Skill in the operation and minor adjustment and maintenance of office equipment as job assignment requires (personal computer, calculator, or other office equipment).
- Displays high standards of ethical conduct. Refrains from dishonest behavior.
- Works and communicates with all clients and customers providing polite, quality professional service.
- Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.
- Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.
- Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.
- Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to three years of full-time clerical and accounting work or closely related work with a high school diploma or GED/HiSED;

OR

post high school course work in an accredited secretarial, business or closely related curriculum may be substituted for the required experience on a month-for-month basis;

OR

an equivalent combination of education and experience, substituting thirty semester hours of post high school education for the required experience.

POSITION BENEFITS AND POSTING

The position is Part-time and the starting wage will be \$15.00 to \$18.00 per hour based on education and experience, with a possibility for full-time in the future. The position will include some benefits. Hours of operation are 8:00 am to 4:30 pm so work will occur during those times. Some flexibility of schedule can be accommodated.

The opportunity to apply will be open through ***November 29, 2018 4:30 pm, CST. Resumes (which must include a cover letter and references) received after this date will not be considered.***

This position will report to the Polk County Decategorization Coordinator and the employer of record will be Polk County Health Services.

Please email your *resume, cover letter and references* to:

Jordan Kauffman, Polk County Decategorization Project & CPPC Coordinator

Email: jkauffm@dhs.state.ia.us

Phone: (515) 725-2787