



Protecting Children by
Strengthening Families

Job Title: **Administrative Assistant 1 – Visitation Scheduler**

Location: **Columbus, Ohio**

Job Type: **Full-Time**

Minimum Starting Salary: **\$19.87**

Company Description

Franklin County Children Services is a public agency mandated by federal and state laws to protect children from abuse and neglect. The agency works in partnership with over 100 agencies and organizations, as well as caregivers, adoptive families, and volunteers to ensure that every child has a safe and stable home. Franklin County Children Services is dedicated to making a positive impact on the lives of children and families in the Central Ohio community.

Benefits of Working for us

- Hiring Bonus up to \$1,500
- Low Premium Medical, Dental, & Vision
- OPERS (Ohio Public employment Retirement System)
- Life Insurance Coverage at no cost (up to 50,000)
- Tuition Reimbursement
- EAP Program
- Additional Raises over the next three years (based on continuous service)
- Generous personal, vacation, & sick time.

Role Description

This is a full-time on-site role as an Administrative Assistant 1 - Visitation Scheduler at Franklin County Children Services. The Visitation Scheduler will be responsible for managing and coordinating visitation schedules for children in the foster care system. The role involves maintaining accurate records, communicating with various stakeholders, and ensuring smooth visitation processes for families.

Key Responsibilities

75% Coordinate daily visitations with families/clients/caregivers/foster parents. Report and communicate daily/weekly discrepancies with ongoing visitation for the purpose of identifying openings for other requests.

10% Receive, process, and maintain visitation requests from Intake & Regions via hardcopy form, e-mail, phone, etc.; utilize an online system to assign visits for SSA's and CSW's.

10% Collaborate with Program Services staff, Best Practice Committee and Professional Development staff, in developing and updating training materials, provides consultation, coaching and training which supports Agency initiatives.

5% Performs other related duties as assigned.

Qualifications

- 4 + years of Administrative Assistance and Clerical Skills (preferred)
- Experience in providing executive administrative assistance
- Excellent phone etiquette and communication skills
- Strong attention to detail and organizational skills
- Ability to handle sensitive and confidential information with integrity
- Proficiency in Microsoft Office suite (Word, Excel, Outlook); 50 wpm typing speed.
- Experience working in child welfare or related field is a plus
- Highschool Diploma or equivalent experience

Certification or Licensure

- Valid Ohio Driver's License
- Automobile insurance coverage compliant with Franklin County Children Services policy.
- ***Travel can occasionally include out of state travel which may require airline travel.***

American with Disabilities Specifications

Work Environment - Office environment

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 25 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.

How to Apply

Please send applications and resumes to fccshr@fccs.us.

For information on FCCS, including employee benefits and our company culture, visit our website at

<https://externalfccsapps.fccs.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list>

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.