

## JOB DESCRIPTION

**Job Title:** SPP Admin. Assistant  
**Billing**  
**Agency:** Saint Louis Counseling  
**Reports To:** SPP Director  
**Approved:** \_\_\_\_\_  
**Date:** August 19, 2020

Office Use Only:

**Grade:** \_\_\_\_\_  
**Job Code:** \_\_\_\_\_  
**EEO Code:** \_\_\_\_\_

**POSITION SUMMARY**

*(Summarize here the reason for this position; provide a brief overview of why this position exists.)*

This position is part of an administrative team, providing support to the entire organization. Shared duties, assigned by the School Partnership Program Director for Operations, assist in accomplishing the mission and goals of the agency, in an administrative support role.

**DUTIES & RESPONSIBILITIES**

*(List here the major duties, responsibilities, activities and tasks associated with this position, and for which the incumbent is held accountable.)*

Duties include: answering and returning phone calls, using a computer for data entry, document preparation, spreadsheet input; copying documents; ability to communicate in a conscientious fashion;. Documentation; Scheduling training as needed; Researching resource for clinicians/general case management; Tracking client referrals; Audit preparation; Gathering information for grant reports; Other duties as assigned

**KNOWLEDGE & EXPERIENCE REQUIREMENTS**

*(Briefly list academic, licensing, or previous work experience required for success in the position.)*

Minimum bachelors level education—bachelors in Social Work (BSW) preferred; proficient in the use of a PC (computer) and Microsoft Office Suite; ability to work with others with enthusiasm; sociable; communicative; basic knowledge office/program management skills.

**SKILLS & ATTITUDES REQUIRED FOR SUCCESS IN JOB**

*(List specific job skills and/or personal qualities required of this position in relation to clients.)*

Enthusiastic, positive approach will help in making this job exciting. The desire to help others is a requirement. The applicant must possess the ability to use a computer including word processing, spreadsheets, data entry. The ability to be a "team player" is essential to this position. Sharing duties with another administrative support staff member is a daily reality

**RELATIONSHIPS REQUIREMENTS**

*(Describe type, frequency and complexity of relationships required for incumbent to accomplish job responsibilities.)*



United Way  
of Greater St. Louis



Regular interaction with the SLC Chief Program Officer, SLC Clinical Director, SLC Executive Director, SLC Office Manager agency employees and external entities (i.e. United Way, Catholic Churches, local, state, and federal governmental agencies) are required. Within the Saint Louis Counseling agency and Therapists (full time, part time, hourly) is necessary.

**RESOURCES FOR WHICH ACCOUNTABLE**

*(List all quantifiable resources for which this position is accountable; e.g., budget dollars, number and types of employees supervised, number and types of clients served, or any other such similar information.)*

This job involves direct involvement with client files, accounts payable, and other agency information. The ability to maintain confidentiality and perform according to privacy laws is an absolute. This position is under the direct supervision of the School Partnership Program Director.



United Way  
of Greater St. Louis

