



## **Administrative Assistant – Hire Expectations**

**Location:**

Ewing, NJ

**Position Type/Classification:**

Full-Time / Non-Exempt

**Reporting To:**

Hire Expectations Program Manager

**Compensation/Salary Range:**

\$46,000-\$48,000/year

**Organizational Overview**

Since its inception 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, families came to us over 50,000 times for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

One of HomeFront's core beliefs is that with the right tools, all families can succeed. The Hire Expectations program recognizes that life skills are critical for success and offers linkages to extensive programming in career counseling and development and adult education. HomeFront staff will address barriers to success, such as lack of housing, legal problems and mental or physical health issues. Throughout all our programs, intensive support and case management are fundamental to integrating resources and tailoring programs to ensure the success of the client.

The Administrative Assistant for Hire Expectations will support the Program Manager with administrative tasks to enable the program to increase efficiency and provide a great positive impact in the community.

**Job Functions/Responsibilities:**

- Assist Manager in administrative duties.
- Assist in the planning and coordination of program events.
- Serve as the primary point of contact between the program and One-Stop, facilitating communication and accurate data entry of intake and employment information.
- Act as a client advocate through communication with One-Stop and MCBOS.
- Conduct intake interviews and assessments, and assist with orientation for new participants
- Conduct Zoom check-ins with virtual and hybrid clients and record attendance
- Providing information about available resources and linkages, when needed
- Assist with client transportation

- Update and verify client status information and notes in multiple systems, internally and externally.
- Maintain client files, databases, and other record-keeping systems, both physical and digital, with all required and up-to-date documentation, including client encounters and engagements, maintaining accurate and confidential files.
- Review files for accuracy and complete monthly audits.
- Handle sensitive information with discretion and professionalism.
- Attend all staff meetings and complete all required trainings in a timely manner

### **Required Experience and Education**

- Associate's degree
- Valid Driver's License
- Intermediate skills in Microsoft Office applications

### **Preferred Experience and Education**

- Familiarity with Mercer County and New Jersey employment, education, and/or social service resources
- Bilingual in Spanish
- Familiarity with Apricot system and/or NJ HMIS

### **Schedule**

- This is primarily a day time role, but flexible scheduling may be required based on client need and availability

### **Physical Demands**

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend and lift up to 30lbs
- Exposed to weather conditions prevalent at the time

### **Travel**

- Local travel may be required

### **Disclaimer**

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

*HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.*