



For a Brighter Future.

JOB VACANCY

POSITION: FAMILY SUPPORT QUALITY ASSURANCE COORDINATOR

LOCATION: Elkhart Offices

HOURS: 7:00 A.M. – 7:00 P.M., MONDAY – THURSDAY, 7:30 A.M. – 5:30 P.M. FRIDAY
7:30 A.M. – 5:30 P.M. SOME SATURDAYS (ADDITIONAL HOURS AS REQUIRED)

STARTING SALARY RANGE: \$16.00 to \$18.00 an hour

JOB DUTIES:

The Family Support Quality Assurance Coordinator is chiefly responsible for supporting and assisting the Family Support Quality Assurance Assistant Manager with the overall monitoring of their assigned program(s) area. This includes reporting, tracking, data entry, and data collection, day-to-day maintenance of the program(s) database, and monthly Program reports.

SKILLS AND QUALIFICATIONS:

1. Associate's degree or higher. Two or more years of work experience in at least one of the following (or related) areas: consumer relations, business, administration, energy employment/job training skills, or other social services.
2. Strong interpersonal, written, and oral communication skills with strong mathematics aptitude.
3. Ability to work with minimal supervision; self-motivated, attentive to detail, organized, productive, flexible, and dependable.
4. Ability to work flexible hours, including evenings and weekends.
5. Ability to relate well with diverse personalities from a variety of socio-economic backgrounds.
6. Proficient in MS Office applications.
7. High comfort level with public interaction.
8. Must be willing to travel to as needed to attend training, cover satellite offices, and other assignments as assigned by program management.
9. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum auto insurance liability limits of \$100,000/\$300,000.
10. Ability to operate office equipment and machines including personal and network computer terminals, copier, and fax.
11. Working knowledge of standard office procedures and routines and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
12. Bilingual Preferred

Brightpoint offers competitive benefits

- Medical, Dental, Vision and Health Savings Account (HSA)
- Life Insurance and Voluntary Life Insurance options
- Generous Paid Time Off (PTO) Accrual
- 403B with an employer match

DATES FOR INTERNAL POSTING: FROM 1/28/2019 TO until filled

TENTATIVE DATES FOR EXTERNAL POSTING: 1/28/2019 TO until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: 2/25/2019

FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213

APPLICATIONS ACCEPTED – 227 E. WASHINGTON BLVD, FORT WAYNE, IN

8:30 A.M. – 5:30 P.M., MONDAY – THURSDAY, OR 9:00 A.M. – 11:00 A.M., FRIDAY

OR VIA THE INTERNET AT www.mybrightpoint.org

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.