

JOB VACANCY

Position: Covering Kids & Families Assistant Manager
Location: Allen – Main Office
Hours: 7:30 AM – 5:30 PM Monday-Thursday, 7:30 AM – 11:30 AM Friday
Occasional Evenings and Weekends
Starting Salary Range: \$43,000 - \$46,000

JOB SUMMARY

The Covering Kids and Families (CKF) Assistant Manager assists the CKF Program Manager with day-to-day operation of the CKF Program. Supervises, monitors, and evaluates the CKF Outreach and Enrollment Staff and Volunteers related to program eligibility, program regulations, and CKF services. Coordinates program eligibility determination and enrollment of families to ensure compliance with program operations. Monitors enrollment processes and assists with any required reports.

JOB DUTIES

1. Ensures program compliance with all program rules, regulations, and standards.
 2. Assists with the development, implementation, and evaluation of CKF Program outreach, enrollment, and retention.
 3. Assists with developing and maintaining CKF program procedures and quality assurance measures.
 4. Assists with integrity and maintenance of required data collection systems and completion of all program reports.
 5. Maintains awareness of current funding information/regulations, programs changes, resource availability, and other coordination of public awareness and promotion activities related to CKF and Brightpoint.
 6. Supervises, monitors, and evaluates the CKF Enrollment Specialists and Volunteers.
 7. Maintains communication and develops partnerships with on-site enrollment location staff.
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SKILLS AND QUALIFICATIONS

1. Minimum of an Associate degree, required. Two years of supervisory experience. Three or more years of Human Services experience preferred.
 2. Strong interpersonal, oral, and written communication skills with strong mathematics aptitude.
 3. Ability to work with minimal supervision; self-motivated, attentive to detail, organized, productive, flexible, and dependable. High comfort level with public interaction.
 4. Ability to relate well with diverse personalities from a variety of socio-economic backgrounds.
 5. Attention to detail with ability to perform assignments efficiently and accurately.
 6. Proficiency in Microsoft Office, basic computer, and mathematics skills.
 7. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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DATES FOR INTERNAL POSTING: FROM 6/7/2022 TO Until Filled

TENTATIVE DATES FOR EXTERNAL POSTING: FROM 6/7/2022 TO Until Filled

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213
APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN
8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 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.