

JOB VACANCY

Position: Family Development Assistant Manager

Location: Main Office

Hours: M-TH 7:30am to 5:30pm Friday 7:30am to 11:30am

Starting Salary Range: \$52,000-\$56,160

JOB SUMMARY

The Family Development Assistant Manager assists the Family Development Manager with day-to-day operation of the Family Development department. Supervises, monitors, and evaluates the Family Development Workers related to program eligibility, program regulations, and case management services. Coordinates staff training and program data collection. Coordinates program eligibility determination and enrollment of families to ensure compliance with program operations. Other duties include maintaining records, reporting, coordinating with other program organizations such as realty groups and partner agencies. Fulfills all other program duties as required.

JOB DUTIES

Meets the service delivery goals and objectives of Family Development programs. Duties include income eligibility determination, waiting list management, data integrity, family assessments, landlord negotiation, payment processing, and partner agency coordination.

SKILLS AND QUALIFICATIONS

1. Bachelor's degree required. Two years of supervisory experience.
 2. Three or more years of Human Services experience preferred.
 3. Strong interpersonal, written, and oral communication skills with strong mathematics aptitude.
 4. Ability to work with minimal supervision; self-motivated, attentive to detail, organized, productive, flexible, and dependable.
 5. Ability to quickly acquire a thorough understanding of basic community action concepts, and the numerous regulations governing Family Development programs.
 6. Ability to relate well with diverse personalities from a variety of socioeconomic backgrounds.
 7. Proficient in MS Office applications.
 8. High comfort level with public interaction.
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DATES FOR INTERNAL POSTING: N/A

TENTATIVE DATES FOR EXTERNAL POSTING: FROM 8/21/23 TO 9/4/23

APPROXIMATE DATE FOR POSITION TO BEGIN: September 18, 2023

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

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