

JOB VACANCY

Are you looking for a rewarding work environment with great benefits, where you will impact the lives of others (as well as yourself)?

Position: Family Support Coordinator

Location: Allen County

Hours: Monday -Friday 8am – 5pm Occasional Evenings and Weekends

Starting Salary Range: \$20.00 per hour

JOB SUMMARY

The Family Support Services Coordinator is chiefly responsible for providing administrative, intake and quality assurance support to the Family Support Services Manager and Family Support Assistant Managers.

JOB DUTIES

1. Assists with the implementation and maintenance of Family Support Service's tracking systems.
 2. Responsible for determining eligibility and enrolling families into Brightpoint programs ensuring compliance with program operations, regulations, and standards.
 3. Audits and ensures the quality of data entry into the program database.
 4. Must be willing to travel as needed to attend training, cover satellite offices, and other assignments as assigned by program management.
 5. Assists Family Support Management team with administering the assigned program.
 6. Assists Family Support Management team with program administrative and reporting requirements.
 7. Assures compliance with reporting requirements for all assigned programs.
 8. Implements Brightpoint Values at all times.
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SKILLS AND QUALIFICATIONS

1. Associate 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 process, tasks, and operations.
 12. Manual dexterity and visual skills required.
 13. Auditory and verbal skills required for communication with clients, staff, and the public.
 14. Work involving standing, sitting, bending.
 15. Must be able to stand and sit for 45 minute-intervals.
 16. Must be able to move 40 pounds in all directions.
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DATES FOR INTERNAL POSTING: FROM: TO:

TENTATIVE DATES FOR EXTERNAL POSTING: 2/27/24 TO Until Filled

APPROXIMATE DATE FOR POSITION TO BEGIN: Immediately

FOR FURTHER INFORMATION, CONTACT, HR DEPARTMENT, 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, sexual orientation or gender identity, disability status, protected veteran status, or any other characteristic protected by law.