



Administrative Assistant, Child Placing Agency, Full-time, Dallas

Pathways Youth and Family Services is seeking a full-time **Administrative Assistant, CPA**, for the Dallas office location. This position is responsible for providing onsite administrative and support services to the office and Development Department staff. Work hours are Monday – Friday, 8:00 am – 5:00 pm. Great opportunity for work/life balance!

Pathways Youth & Family Services is headquartered in Kerrville, TX with locations in Abilene, Dallas, Austin, San Antonio and Houston. Providing foster care and adoption services to over 10,000 children since 1992, Pathways' mission has become a reality. The organization has fulfilled its vision of thriving children, resilient families, and strong communities enduring for generations. True to its name, Pathways provides a path for youth and families to receive a comprehensive network of services through the following four vital programs: Foster Family Care, Adoption Services, Mosaic Behavioral Health and Residential Care.

Mental and behavioral health is the largest unmet health need for children and teens in foster care. Are you ready to join a team that is on a mission to change the lives of children and families? Do you want to be part of a movement that values compassion and empowerment?

What you will be working on (essential duties not limited to the following):

Office:

- Maintains office hours.
- Answers the telephone promptly and in a professional manner.
- Responds to all donation inquiries.
- Greets visitors and directs them appropriately.
- Maintains office equipment and office supplies.
- Sets up and coordinate conference rooms for meetings and training sessions (including refreshments).
- Obtains and sorts mail.

Home Development:

- Assists with processing initial and recurring background checks (when necessary).
- Uploads background check results (when necessary).
- Assists Home Developers with collecting and uploading home verification documentation.
- Enters training schedule when requested.
- Monitors training registrations and attendance.
- Generates training certificates and completes training activities within Pathways' information system.
- Assists Development Department staff with tracking due dates, training compliance, background checks, inspections, etc. prior to verification.

- Works with supervisor to identify and seek resolution for potential problems arising with foster/adopt parents, staff, or other involved parties.
- Ensures all electronic records are maintained and current.

What you will bring to Pathways:

- Your enthusiastic, professional and friendly demeanor.
- High School Diploma or equivalent.
- Minimum of two years of full-time experience in a similar role preferred.
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity.
- Ability to be clear headed and decisive based on the scope of the position.
- Ability to work efficiently and effectively both individually and as part of a team.
- Ability to appropriately accept feedback through the supervision process.
- Possess a willingness to learn, grow, and improve.
- Ability to effectively communicate with Pathways' staff, foster-adopt parents, caregivers, support providers, external agencies, and professional service providers via phone, in person, and through written correspondence.
- Excellent organizational skills.
- Competent in using Microsoft Word, Excel, the Internet, and other software applications.

Physical & Mental Demands:

With or without reasonable accommodation, the physical and mental requirements of this job include the following: frequent seeing, hearing, and reading, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods and may include climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 25 pounds. Use of a computer for long hours. Ability to meet deadlines.

Due to the nature of our work, additional requirements include:

- Proof of valid Texas Driver's License (Type C), current auto insurance, access to reliable transportation, and good driving record.
- Three employment references.
- Cleared criminal background check.
- Cleared TB test results.
- Cleared pre-employment drug test.
- Working cellular telephone.

What to expect:

- Great coworkers, casual and friendly work environment, and strong company reputation.
- We focus on career development and promotion – people are at the core of everything we do. If you are looking for a career and not just a job, you are in the right place.
- Pathways is the type of company where you can balance great work with great life. It does not matter if you are just out of college or your children are; we need you for what you can do.

What is in it for you? We take care of our people.

- Competitive hourly rate commensurate with experience.
- Affordable health coverage for you and your family.
- Generous paid time off, flex days, bereavement, and holidays.
- Employer matching retirement plan.
- Work side-by-side with other knowledgeable, dedicated, and diverse teams.
- Casual work environment.
- Amazing opportunities for career progression.
- A service you can be genuinely proud of providing!

We would love to hear from you. Complete an employment application or submit your resume to jbecker@pathway.org to be considered for an extraordinary opportunity that positively influences a child's life. Pathways is an equal opportunity employer.