

Job Title: Work Assistant

Facility: Rowan School of Osteopathic Medicine

Department: CARES Institute

To apply please email Kathy Newbury at newbury@rowan.edu

Use subject format: Last Name: Federal Work-Study Candidate Example: Smith- Federal Work-Study Candidate. Please includes a brief description regarding why you are a good fit for the position and please attach your CV in the email.

SUMMARY:

CARES Institute is seeking a candidate for a part-time in the Vineland, NJ office for a Work Assistant. The Work Assistant helps to provide a safe and friendly environment for children and their caregivers during scheduled appointment times. The staff member is expected to interact with children and families in a professional manner and to follow the Institute's policies and guidelines for proper supervision of children. The position is also expected to occasionally answer telephone calls and perform other clerical duties as assigned, which may include photocopying and filing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Provides quality childcare in the waiting area of the Institute by maintaining a safe, friendly, and positive environment for children and their caregivers.

Performs other clerical duties as assigned, which may include answering telephone calls, photocopying, labelling, filing, and data entry of confidential and non-confidential documents.

Maintains inventory of supplies and prepares requests for additional supplies such as toys, activities and snacks in the waiting room.

Assist with coordinating schedules for part-time work assistants/work study students.

Understands and adheres to compliance standards as they appear in Rowan's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.

Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school graduate or equivalent required. Hours vary according to the hours of operation including evenings. Experience working with children or college credits with a major in psychology, social work, education or other social service field is preferred. Ability to read, write, speak, understand and/or communicate in English sufficiently to perform duties of the position.

LOCATION: Part-time, up to 20 hours per week positions available in the Vineland locations.