



Position Description

TITLE: Human Services Program Assistant
SUPERVISION PROVIDED BY: TAC Senior Human Services Associate
WORK ASSIGNMENTS MADE BY: Executive Director/Senior Associates
WORK HOURS: Flexible 40 hour per week schedule

GENERAL DESCRIPTION OF DUTIES:

The Human Services Program Assistant works closely with TAC Human Services Staff and the Executive Director to ensure successful implementation and completion of specific human services technical assistance and consulting projects as assigned. Responsible for providing overall coordination support for two Massachusetts-based projects, including responsibility for arranging logistics for training and on-site case reviews with children's mental health system of care providers and families, coordinating reimbursement for consultants, communication with stakeholders, and participating in data entry and report preparation. Assistance with other projects as assigned, including support to the Executive Director on human services policy and consulting activities. Occasional evening hours and some in-state travel may be required.

EDUCATION AND EXPERIENCE:

Minimum of a Bachelors degree required. Experience or background in human services programs and/or policy preferred. Proficiency with Microsoft Office is required. Should have experience organizing trainings or events including on-and off-site logistics. Must have excellent project organization and communication skills, as well as data entry/management skills and experience.

SPECIFIC DUTIES:

Massachusetts System of Care Practice Review (SOCPR) Implementation

- Coordinate logistics for initial training for SOCPR reviewers (e.g., locate/secure space & arrange catering, materials production/coordination, AV, overnight accommodations for trainers, notifications to trainees, etc)
- Coordinate logistics for on-site case review cycles (5 per year), including securing debriefing space, scheduling interpreters as needed, communicating with reviewers, providers, & interviewees regarding logistics, providing support and follow-up assistance as needed.
- Receive training on data entry system, guidelines and procedures.
- Collect protocols/score sheets from reviewers for data entry.
- Assist with data entry and report preparation.
- Develop and implement reimbursement process for reviewers & other subcontractors.
- Other project tasks assigned.

Other Human Service Projects as Assigned

- Provide support functions for human services projects including proposal and document review and preparation, and basic research, data analysis and literature reviews to assist consulting team.
- Provide logistical support for other human services projects including securing space, taking minutes, scheduling and coordinating meetings and teleconferences, and corresponding with meeting participants.

E-mail cover letter, resume, and salary requirements to Human Resources Manager at info@tacinc.org by March 15, 2013.