



Sunnyside Community Services, Inc.
SCS Caregiving Support - Western Queens Program

JOB DESCRIPTION

Program Administrative Assistant – Caregiver Support Western Queens

Classification: Non-Exempt

Schedule: 28 hours per week

Salary: \$21-\$22 per hour

Reports to: Director of Caregiver Support Western Queens

Program:

Sunnyside Community Services (SCS), an innovative community-based, social service organization in Queens, is seeking an Administrative Assistant for the Western Queens Caregiver Program. The program provides information, referrals, counseling, and respite to family caregivers - those family members or friends who are providing care to an older adult who is ill, has a disability or is cognitively impaired, or older adults caring for a disabled adult, or grandparents caring for grandchildren.

Job Summary:

As the Program Administrative Assistant, you will perform clerical assistance to the Program Director to manage program invoice payments and track and report program services and other administrative tasks as needed. The role also involves engaging with caregiver clients through check-in calls and providing in-person assistance as needed, and participating in Outreach to promote the program and the public's understanding of Caregiver needs.

Essential Duties and Responsibilities:

- Timely documentation of client services, tracking and reporting on data in Excel and the program databases.
- Record keeping and management of program invoicing and payments.
- Perform various administrative functions including maintaining and ordering supplies.
- Assist and support caregiver clients including conducting wellness calls to clients and assisting with documents for services and benefit applications.
- Support the program's Outreach through occasional participation in tabling and community events to promote understanding and engagement with potential clients.

Job Qualifications:

- Associate degree, with at least one years' administrative experience preferred.
- Bilingual Spanish/English preferred.
- Excellent organizational skills required.
- Strong computer skills to accurately track services and payments in multiple databases, a thorough understanding of Microsoft Office and TEAMS, and an ability to learn new computer systems.
- Time management skills to coordinate multiple responsibilities and services.

- Ability to work independently and as part of a team, in both a home and office environment.
- Strong interpersonal and written communication skills to engage with staff and clients with diverse opinions, values, characteristics, and cultures.
- A positive attitude and commitment to providing exceptional service to clients.
- Maintaining client and agency confidentiality.

Physical Requirements and Working Conditions:

Office work will be at our location in Long Island City, with field work for outreach, and telecommuting when applicable. SCS currently operates on a hybrid model with three days in the office, and two days remote. This is subject to change.

How to Apply:

If you would like to join our team, please forward a cover letter, resume, with subject line “Program Administrative Assistant” to Katie Hine at khine@scsny.org.

All positions at Sunnyside Community Services are filled without regard to race/color, religion/creed, national origin, age, sex/gender, sexual orientation, gender identity or expression, disability, pregnancy-related condition or lactation, military/veteran status, marital status, familial status, caregiver status, sexual or reproductive health decisions, height, weight, status as a victim of domestic violence/stalking/ sex offenses, predisposing genetic characteristic, immigration or citizenship status, prior arrest or conviction record, credit history, salary history, unemployment status, pre-employment marijuana testing, union affiliation/activity, or for reporting or opposing discrimination on these bases or for reporting or opposing violations of workplace health and safety, pay equity or practices, or for participating in any internal or any legally protected status listed in the New York City Human Rights Law (NYCHRL). All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported. Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect their well-being.

Sunnyside Community Services’ strength lies in its ability to work with people at every stage in their lives and in their own communities. We pride ourselves in an approach that is comprehensive, caring and community based.

For more information on Sunnyside Community Services, please visit www.scsny.org

Equal Opportunity/Affirmative Action Employer