



Administrative Assistant

Pathways Youth and Family Services, Habilitative Homes in **San Antonio** is seeking a full-time Administrative Assistant to join their team. This position facilitates the efficient operation of the assigned program, office or department by performing a variety of administrative and clerical tasks. This is an entry level position that will support the programs' supervisors, managers, and administrator with completing administrative assignments.

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 4 vital programs: Foster Family Care, Adoption Services, Mosaic Behavioral Health and Residential Care.

Are you ready to join a team that's on a mission to change the lives of children and families? Want to be part of a movement that values compassion and empowerment?

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

- Greets and directs visitors to the appropriate location of the campus.
- Answers and transfers phone calls. Screens calls when necessary. Takes messages when necessary.
- Schedules appointments and maintains calendars.
- Checks, sorts, and relays mail to appropriate individuals as needed.
- Faxes correspondence and other documents as needed, retrieving incoming faxed documents and routing them to the correct individual.
- May assist with planning, scheduling, and coordinating client activities, outings and appointments and coordinate transportation.
- Establishes and maintains filing systems including filing and scanning staff and client documents as assigned and entering data into various electronic records systems.
- Retrieves information as requested from records, email, minutes, and other documents; reviews data and prepares written correspondence and summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Maintains office supplies and coordinates maintenance of office equipment.
- Maintains a system for recording expenses and the use of petty cash.
- Oversees purchases, ensuring receipts are provided to accounting and completed correctly on a timely basis. Follows-up on missing receipts. Prepares and submits purchase orders.
- Completes any assigned monitoring such as activity logs, staff attendance, security cameras, medication refills, fire drills etc., and ensures adherence to requirements. Follows up with staff and notifies supervisor of missing information or any other concerns. Maintains proper monitoring documentation.

- Corresponds, communicates and coordinates with others on matters pertaining to the program as necessary. Writes letters and memos. Compiles and writes reports.
- Uses company vehicle to transport clients to doctors' appointments or other activities, and runs errands for the agency as requested.
- Completes other duties as assigned.

Education and Experience Requirements:

- Must be at least 21 years of age.
- Must have at least a High School Diploma or equivalent.
- Prefer training in clerical office skills through a formal training organization, some college or associates degree.
- Minimum of one year of administrative assistant and clerical experience required.

Knowledge, Skills & Abilities needed to succeed in this role:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Intermediate typing skills using computer.
- Excellent organizational skills and attention to detail.
- Basic understanding of administrative and clerical procedures.
- Knowledge of the use and operation of FAX machines, photocopiers, and scanners.
- Ability to work independently and as part of a team.
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity.
- Ability to appropriately accept feedback through the supervision process thus displaying the willingness to learn, grow, and improve.
- Ability to maintain confidentiality.

Physical 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. Use of a computer for long hours. Frequent sitting, manual dexterity. Occasional lifting and moving of up to 25 pounds, reaching with hands and arms, stooping and kneeling. Ability to review data and format into meaningful reports. Ability to meet deadlines.

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

- Proof of valid Driver's License (Type C).
- Access to reliable transportation.
- Proof of valid/current auto insurance.
- Cleared motor vehicle driving record.
- Three employment references.
- Cleared criminal background check and signed statement regarding felony indictments/convictions.
- Cleared TB test results (current within 12 months prior to employment).
- Cleared pre-employment drug test.
- Working cellular telephone.

What to expect:

- Work schedule is Monday – Friday, 8:00 am – 5:00 pm.
- 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're in the right place.
- Pathways is the type of company where you can balance great work with great life.
- It doesn't matter if you're just out of college or your children are; we need you for what you can do.

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

- Hourly rate commensurate with experience.
- Affordable health coverage for you and your family.
- Generous paid time off, flex days, 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!

**We would love to hear from you. Submit your resume to be considered for this extraordinary opportunity to positively impact a child's life.
Pathways is an equal opportunity employer.**