



## **JOB DESCRIPTION**

<b>TITLE:</b>	Program Assistant II
<b>STATUS:</b>	Full-time/Non-exempt/40.0 hours per week
<b>PROGRAM/DEPARTMENT:</b>	WA Community Response Network
<b>IMMEDIATE SUPERVISOR:</b>	WA CRN Coordinator

### **SUMMARY OF POSITION RESPONSIBILITIES:**

Under the direction of the CRN Coordinator of the WA CRN, the Program Assistant is responsible various clerical and administrative assignments relating to the Western Addition Community Response Network.

### **QUALIFICATIONS:**

1. High school diploma/GED; prefer AA degree with 3 years related work experience, or BA degree with 2 years related work experience, or up to 5 years related and progressive work experience in lieu of degree.
2. 45-55 wpm typing; must be able to demonstrate typing skills.
3. Flexible; handle multiple tasks with ability to meet critical deadlines. Ability to meet short-term and long-term goal or project deadlines.
4. Excellent organizational, prioritization, and interpersonal communication skills. Service oriented behavior. Ability to use good professional judgment required. Detail oriented.
5. Ability to work independently.
6. Must respect confidentiality of all communications handled in job duties: client/employee records and documents, including electronic transmission by voice, data, and wire.
7. Experience with multi-cultural/multi-lingual populations and multi-disciplinary teams desired.
8. Advances skills in PC/word processing/database/spreadsheets/systems; able to integrate these to produce complex reports and documents. Must be able to demonstrate computer skills in Microsoft Word and Excel for Windows.
9. Must have ability to be trained on San Francisco City and County database billing systems.
10. **Please note: All applicants will be required to take a computer literacy test before an interview is given.**

### **APPLICATION PROCESS:**

E-mail: [jobs@westside-health.org](mailto:jobs@westside-health.org)  
Reference job id: 92706-RNC/ACT

or

Mail Resume To:  
Human Resources Department  
Westside Community Services



1153 Oak Street  
San Francisco, CA 94117

Phone: 415-431-9000  
Fax: 415-552-3917

**WESTSIDE Community Services Is An Affirmative Action, Equal  
Opportunity Employer. People of Color And/Or Bilingual Are Encouraged to Apply.**