



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: CHINS Administrative Assistant	Job Code:
Reports to: CHINS Coordinator	FLSA Status: Non-Exempt
Department: County Manager	Approved

Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications do not reflect all duties performed within the job.

Position Overview:

This classification aims to assist the CHINS Coordinator in daily activities and provide clerical support to ensure smooth and efficient departmental/office operations.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all the listed duties. They may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Identifies needs for supportive services by observing behavior and reviewing records; listens carefully to concerns and asks practical questions to assist individuals in expressing true feelings. Assists families and youth in understanding the individual plan and program goals. Advises families and youth of other resources and makes appropriate referrals as needed with supervisors' approval.

Provide various services to facilitate the treatment of assigned youth—schedule visits with youth and family. Ensure the youth attend required sessions and appointments as specified in the CHINS agreement. Participate in conferences to evaluate the youth's progress. Establish and maintain effective working relationships with law enforcement and juvenile court. Conduct periodic follow-ups with other agencies providing services to assigned youth to monitor attendance and progress.

Provide intake services as delegated by receiving referrals from law enforcement agencies, the school system, the Department of Juvenile Justice, and the public concerning juveniles and taking appropriate action. Collect information and determine the validity of referrals per established procedures. Ascertain the place of residence, age, and the need for an individualized plan. Collects data and advises youth and family of their responsibilities.

Maintains records on youth enrolled in the CHINS program, contacts, and case management services, ensures effective follow-up, and provides data for required



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reporting. Maintain accurate, up-to-date records of all assessments, youth/family involvement, outside agency communication, and other contacts. Write concise, precise, and organized progress notes and other case documentation. Records school enrollment and attendance. Prepare required documents, case forms, and other materials in compliance with laws, rules, policies, and procedures; maintain confidentiality of juvenile's enrolled records following state law.

Supervise youth placed in the program, including home/office/school visits through day and telephone contacts per program guidelines. Establish a checkpoint for individuals to submit documents.

Attend Juvenile Court hearings and other meetings pertinent to the position.

Answers the telephone; answers inquiries from the public; maintains schedules and calendars; makes appointments.

Prepares, implements, and administers office procedures; establishes and administers office goals; ensures compliance with policies and rules.

Prepares or completes various forms, reports, correspondence, or other documents.

Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Communicate with supervisor, other departments, the public, and other individuals as needed to coordinate work activities, review work status, exchange information, or resolve problems.

Duties and responsibilities may be added, deleted, or changed at any time at the supervisor's discretion, formally or informally, either verbally or in writing.

Work schedules, hours of work, and days off may be changed at any time at the supervisor's discretion to fit the County's needs.

Regular and routine attendance at work is required.

ADDITIONAL FUNCTIONS



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Aids other employees or departments as needed.
Performs other related duties as required.

MINIMUM QUALIFICATIONS

Must Be at least 18 years of age.

High School diploma or equivalent.

Maintain a clear criminal record.

Ensure everyone completes continuing education.

Adhere to all other requirements established in these rules.

Failure to adhere to the above requirements shall subject the department or individual to sanctions as these rules provide.

OCGA §42-8-106.1, and O.C.G.A §42-3-10

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to review, classify, categorize, prioritize, and analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

Human Interaction:

Requires the ability to apply principles of persuasion and/or influence.

Verbal Aptitude:

Requires utilizing various reference, descriptive, or advisory data and information.

Mathematical Aptitude:



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It requires the ability to perform addition, subtraction, multiplication, and division, calculate decimals and percentages, utilize principles of fractions, and interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of rational systems, interpret instructions furnished in written, oral, diagrammatic, or schedule form, and exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning:

It requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability:

Tasks require the ability to exert very moderate physical effort in light work. They typically involve some combination of stooping, kneeling, crouching, and crawling and may involve lifting, carrying, pushing, or pulling objects and materials of moderate weight (12-20 pounds).

Sensory Requirements:

Some tasks require perceiving and discriminating sounds and visual cues or signals, and some require the ability to communicate orally.

Environmental Factors:

Essential functions are regularly performed without exposure to adverse environmental conditions.