



Job Description: Program Assistant

Title: Program Assistant

Description: Provides administrative support, such as data entry, filing, and mailing information to clients.

Supervisor: SHIP/SMP Coordinator

Time Commitment: _____

Responsibilities:

- ◆ Collects and reports data on SHIP/SMP activities via a variety of methods including Internet-based programs
- ◆ Provides administrative support for SHIP/SMP activities, such as stuffing packets, mailing information, or copying materials
- ◆ Assists counselors with setting up client appointments
- ◆ Complies with SHIP/SMP policies and guidelines, including those for confidentiality and documentation of SHIP/SMP activities on required forms
- ◆ Attends basic and update trainings as required

Desired Qualifications:

- ◆ Good written and oral communication skills
- ◆ Strong planning and organizational skills
- ◆ Working knowledge of office equipment and procedures
- ◆ Confident using the computer and the Internet
- ◆ Access to the Internet and email
- ◆ Ability to get along with others
- ◆ Sensitivity in working with vulnerable populations

Support Provided by the Colorado SHIP/SMP:

- ◆ Orientation to SHIP/SMP, including program site and staff
- ◆ Training on the use of office equipment and reporting systems
- ◆ Use of office computer



Developed by the Colorado SHIP and the Health Assistance Partnership