

**Child and Family Charities  
Position Posting  
Angel House  
Part-time Program Assistant Angel House**

**General Statement of Responsibilities:** The Part-time Program Assistant will be responsible for supplies and operational duties in support of building operations and maintenance.

**Qualifications:**

1. Education: High School degree.
2. Experience: background and demonstrable skills working with children of all ages, preferably in a residential program with abused and neglected children.
3. Ability to work effectively with emotionally and behaviorally challenged children; clear evidence of nurturing skills, empathy, and rapport building.
4. Strong organization, communication, and time management skills.
5. Valid State of Michigan driver's license and vehicle available for use during work hours.

**Duties and Responsibilities:**

1. Maintain all household supplies, including kitchen serving ware, utensils, cleaning supplies, house furnishings and decorations, sheets, pillows, blankets, bedspreads, towels, personal hygiene products, and other related goods within budget limitations.
2. Answer phones, take messages, and respond to requests and external inquiries.
3. Maintain clearly written and detailed program records, client file entries, and log books as required.
4. Carry out effective communication, cooperation, and sharing of information when arriving to or leaving a work to ensure continuity of care.
5. Attendance to all program and agency meetings.
6. Other duties and tasks as assigned.

**To Apply:**

**Resume and Cover Letter:**

Liz Gonzalez, Director of Administration  
Child and Family Charities  
4287 Five Oaks Drive  
Lansing, MI 48911  
liz@childandfamily.org

*We are an Equal Opportunity Employer. In our agency and the communities we serve  
we celebrate and value diversity, equity, and inclusion.*

Posted: 09.06.22