



Job Opening at Solid Ground

Job Title: Administrative Specialist

Department: Residential Services/Broadview

Union Affiliation: OPEIU
(Associated dues will apply)

Supervisor Program Manager

Status: Non-Exempt

FTE: 1.0

Salary Grade: 27

Solid Ground envisions a community beyond poverty and oppression where all people have equitable opportunity to thrive. We are committed to working with compassion, integrity, accountability, respect, collaboration and an anti-oppressions approach to end homelessness, hunger, inequality and other barriers to social justice. We value collaboration and leadership from the communities we serve. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

Job Summary: The Administrative Specialist is responsible for the overall fiscal, contractual and administrative operations of the program at Broadview and provides assistance to the Program Manager. Broadview is a 24 hour facility providing emergency shelter (10 units), transitional housing (21 units) and support services to women, children and youth whose lives have been disrupted by family violence, substance abuse, inadequate medical and mental health care, long periods of family separation, child abuse and neglect and poverty. Support services include on-site crisis intervention, case management and advocacy-based counseling, legal advocacy, information and referral, and long-term stabilization services.

Essential Responsibilities, Duties and Tasks:

30% **Contracts:** Create separate budgets for each of the 16 government contracts and smaller grants and monitor spend down of each grant over the three separate fiscal years. Determine what are allowable costs for each grant and which cost needs to be allocated to private funds. Submit all monthly, quarterly and annual reports for all contracts. Act as liaison with contract monitors including: negotiating changes, making budget revisions and submitting contract amendments as necessary, coordinating on site visits and file reviews for each monitor.

- 20% **Data:** Oversee data collection and input for all three separate databases at Broadview (HMIS, Infonet and Salesforce). Create individual accounts for each resident in all databases. Train staff as needed on using both collection of necessary data and inputting as needed. Pull reports from data bases to monitor progress and contract compliance. Communicate with funder concerning confidentiality and DV concerns and impacts on aggregate data for accurate reports. Input and track data for all staff training hours for the DSHS contract. Prepare monthly updates for managers from data bases. Participate in the agency data workgroup.
- 20% **Financial Responsibilities:** Create and track program fee accounts and savings accounts for each transitional household. Submit all check requests for all three programs, monitor credit card spending for all five card holders, disperse and track all program assist vouchers and cash, disperse and track all business petty cash expenditures. Track and report for reduce bus fare program,
- 10% **Budget responsibilities:** Prepare three separate annual budgets (BES, BTHP, and BBO) budgets totaling \$1.6 million. Coordinate on a weekly basis with finance to ensure fiscal continuity between Broadview and the finance department.
- 5% **Personnel support:** Develop timesheets files for all program staff-including inputting all contract allocations. Monitors spend downs and reallocate as necessary to insure contract compliance. Verify accuracy of timesheets before submission to payroll, review monthly leave balances, and investigate discrepancies and resolve. Edit, and update as needed, Broadview's policy and procedures manual. Establish and revise, as needed, administrative systems and procedures. Train and supervise volunteers and grave staff doing data input in the data bases. Answer the crisis line on an as needed back up for case managers.
- 5% **Coordination:** Coordinate with director and Resource Development to write grant applications. Coordinate with vendors for maintenance and repairs (i.e. copiers, washing machines, phones etc.). Resolve any discrepancies with vendors concerning billing and warranty issues. Coordinate all incoming donations, coordinate with housekeeping to order supplies for all units including dishes linens, food, housewares, hygiene supplies and cleaning supplies for 350 residents. Coordinate with maintenance to order supplies for janitorial and repair. Coordinate with all program staff to order all office supplies and supplies for support groups.
- 5% Work to foster an atmosphere of support and safety for residents, staff and volunteers. Help maintain order and security in the buildings and communicate/enforce program policies and procedures.
- 5% Participate in program, department and agency meetings and relevant trainings as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience:

Requires one of the following:

- a) Four years of experience in government grants, contract administration, fiscal administration and office management.
- b) Bachelor's degree in finance, accounting or business management and two years of experience in contract administration, fiscal compliance and office management.
- c) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

Minimum Qualifications:

- Excellent communication skills, both oral and written.
- Experience in interpreting government guidelines and analyzing factual information and the ability to modify processes in response to changing contract requirements.
- Demonstrated experience using statistical databases and reporting systems.
- Proven ability to organize priorities, meet deadlines, and manage peak periods of activity while maintaining accurate and confidential related files.
- Ability to work weekends, evenings and holidays as needed to make contract reporting deadlines.
- Ability and willingness to work individually in a self-directed manner and as part of a team.
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Interest in working in an environment that provides housing and related services to women, children and youth.
- Paid and/or volunteer work experience with emergency/transitional housing programs and/or other residential programs desirable.
- Access to reliable transportation, valid driver's license, vehicle insurance that meets Washington State's minimum guidelines and the ability and willingness to travel throughout King County.
- Familiarity with issues of homelessness, domestic violence, child abuse and sexual assault, and knowledge of local resources available to assist children, youth and women impacted by these issues.

Desired Qualifications:

- Experience using Bit focus HMIS or comparable system
- Minimum of twenty hours of basic domestic violence training that covers theory and implementation of empowerment based advocacy, history, confidentiality, safety planning, etc.(WAC 388-61A-0350) or a willingness to obtain training within 6 months of hire.

Physical Demands/Working Conditions: This position works in a crisis shelter performing specific administrative and organizational duties, 90% of the time in the office and 10% in the field at meetings. Time in the office is 85% computers, 5% meetings, and 5% phones and misc. office. Position requires employee to lift/carry 20-50 pounds seldom, and push/pull 10-20 pounds seldom. Work involves physical movement through out the facility and the ability to climb 4 flights of stairs. Position has the ability to sit/stand as needed.

Hours & Compensation: This is a full-time union position paying \$22.64 per hour plus benefits. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

To Apply: Applicants must complete the Solid Ground application form specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood.

Please attach a cover letter and resume.

Closing Date: July 27th at 5 pm

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.

Survivors of domestic violence are encouraged to apply.