

Job Announcement

Briarpatch Youth Services has an exciting job opportunity for a skilled professional. The agency is a dynamic non-profit community organization that has served Dane County since 1971. Briarpatch provides a broad array of services to more than 2,000 runaway, homeless, at-risk, and court-involved youth annually.

Job Title:	Administrative Specialist
Description:	The individual in this position will perform a variety of duties in support of the Youth Restitution Program (YRP) and the Director of Finance. Job duties include data entry, compiling statistical reports, handling restitution payments, interaction with victims of juvenile crime, personnel administration and office management.
Qualifications:	<ul style="list-style-type: none"> • High school diploma or GED is required. College degree and human services experience are preferred. • Proficiency with MS Word, Outlook, and Excel is required. Experience with Access and PowerPoint desired. • Requires a detail-oriented skill set with the ability to multi-task in an organized and flexible manner. • Prior experience working in an office environment in a support capacity is preferred. • Experience working with a diverse cross section of people is important. • The ideal candidate will not simply pay attention to details, they will accurately attend to the details.
Duties & Responsibilities:	<ul style="list-style-type: none"> • Establish client and victim case files in a timely manner. Ensure that information entered into the agency's database is complete and accurate. • Monitor progress of court ordered youth as they complete community service and/or restitution obligations. This includes processing restitution payments and keeping detailed case notes. • Generate victim correspondence and allocate victim payments. • Provide monthly reports to social workers and court personnel. • Assist with set up and orientation of new Briarpatch staff and interns. • Complete various tasks related to personnel administration, including establishing and updating personnel files, and monitoring expiring documents. • Perform a variety of office related duties including data entry, filing, ordering supplies, communicating with vendors, processing incoming and outgoing mail. • Assist with accounts receivable/payable, payroll, and annual audit. • Assist other agency programs administratively as requested.
Hours:	40 Hours per week Monday-Friday.
Transportation:	Reliable transportation to work required.
Compensation Package:	Starting pay is \$41,600 per year Benefits include: health, dental, life, & disability insurance; 11 paid holidays; 23 days of PTO in the first year; SEP/403B plan; flex spending account; and mileage reimbursement.

**To apply, candidates must submit a resume and cover letter
by February 8, 2023 at 12:00 pm to:**

Briarpatch Youth Services

Attn: Briarpatch Jobs

2720 Rimrock Road

Madison, WI 53713-3337

Or Email: jobs@briarpatch.org

No calls or recruiters please.

Briarpatch Youth Services is an Affirmative Action/Equal Opportunity Employer.

Briarpatch recognizes the value, potential, and contributions of the most marginalized people in society — including people of color, people from working class backgrounds, persons who are differently abled, women, and

LGBTQ+ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.