



We are pleased to announce that we are seeking qualified applicants for the position of

## SERVICE INTEGRATION ASSISTANT - FAMILY ACCESS NETWORK (FAN)

**POSITION(S): 1**      **Service Integration Assistant – Family Access Network (FAN)**  
**40 hrs/week, Mon-Fri, 225 days (pro-rated for remainder of 2018-19)**

**LOCATION:**            **Deschutes Children’s Foundation, East Bend Campus**

**START DATE:**        February 4, 2019 or as soon as possible

**SALARY RANGE:**    As established by bargaining agreement, Classified Wage Schedule, no less than \$17.45/hr  
Benefits include family insurance package, sick leave and paid holidays.

**QUALIFICATIONS:**   **Definition**

The Service Integration Assistant performs complex and highly responsible, varied or specialized clerical, financial, and secretarial office support work. The employee applies knowledge of departmental, federal and state regulations, and carries out a wide variety of complex tasks and statistical reporting as required by state and federal guidelines. The Assistant operates a personal computer, along with Microsoft Windows operating system, Quickbooks, and Google Suite and utilizes component software with skill. There is related work for districts and programs in computer applications and within reporting guidelines/program parameters. The employee maintains accurate records and maintains confidentiality with respect to records related to program and/or employee matters. Irregular working hours are common. All reports and other necessary forms are developed and completed in a timely manner.

### **Qualifications**

A Bachelor’s Degree or equivalency is preferred with experience in a similar position requiring the exercise of independent judgment. An advanced skill in computer and word processing and handling financials is necessary. The Assistant must have thorough knowledge of business English, composition, spelling and punctuation. Thorough understanding of standard office procedures, techniques, practices, functions, equipment and ability to organize work are required. A firm sense of professional responsibility, as well as solid organizational skills is expected. Must be a self-starter and have the ability to work autonomously. This job requires interaction with a variety of staff within the ESD, community partners, clients and program donors. Must have access to reliable transportation, and consistent attendance is required. Must be able to bend, stoop and lift up to 50 pounds.

**APPLICATION PERIOD:**      Open until filled

**CONTACT:**                **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Julie Lyche, 541.693.5677 or [julie.lyche@hdesd.org](mailto:julie.lyche@hdesd.org)

### **A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website [www.hdesd.org](http://www.hdesd.org) )
- Three (3) professional letters of recommendation

### **DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.693.5601  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee’s wages be paid via direct deposit to a bank account or paycard.

APPROVED:                      1/14/19
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>DIRECTOR OF HUMAN RESOURCES</b> <b>Posting # C18-19/122-5833</b>