

**Children's Advocacy Center of Winnebago County
Job Description**

Position: Client Support Specialist

Supervisor: Executive Director

Responsibilities include, but are not limited to:

- Greeting clients as they arrive at the CLCC. Inform staff of client's arrival
- Maintain supervision of the lobby area while clients are present
- Assist Advocates with Intake Packets for clients
- Assist Executive Director with any and all request
- Support team and staff with requests
- Assist, as needed, at trainings and meetings sponsored by the CAC
- Attend trainings pertinent to job responsibility
- Attend to any other duties as assigned by Executive Director

Qualifications:

- High school diploma or G.E.D.
- Knowledge of computers including Microsoft Word.
- Good organizational skills.
- Able to work well with persons of varying professions and backgrounds and maintain a cooperative and professional manner in dealing with clients and the public.
- Knowledge and sensitivity towards client dynamics.
- Agree to a background check of previous employment and personal references.
- Successful completion of background check.