



POSITION TITLE: Administrative Assistant
REPORTS TO: Program Manager Status: Non-exempt
PROGRAM: Comprehensive Alcohol Treatment Center Date Revised: 11/2016

POSITION SUMMARY:

This position provides clerical support to the Comprehensive Alcohol Treatment Center (CATC) Program Manager.

OBJECTIVES/ACTIVITIES:

1. Perform clerical activities including reception duties, greeting the public, answering telephone, typing, filing, copying, maintaining spread sheets, collecting data, and distributing mail.
2. Maintain office supply inventory within stated budget and control of office supplies.
3. Assist Program Manager in support activities as needed.
4. Keep necessary forms available for use by staff.
5. Establish and maintain files, records and statistical data.
6. Complete all the HMIS, ACCESS data entry.
7. Assist with applicant packets and move-in packets
8. Keep office machines maintained, arrange for repair when necessary.
9. Provide minutes of meetings as needed.
10. Assist in maintenance of mailing lists and any document distribution.
11. Participate in VOA and outside training.
12. Pick up, deliver and distribute supplies, mail, and other items as required.
13. Perform other reasonably related duties as assigned by Program Manager.

EQUIVALENT EDUCATION AND EXPERIENCE

This position requires a high school diploma. Necessary office skills include proficiency with computers, especially data entry and word processing. The position requires demonstrated ability in record keeping, and demonstrated communication skills, both verbal and written, to work independently while being able to accept supervision and to work as a team member. Necessary to the position is the ability to provide a kind and welcoming environment to all visitors and a polite telephone demeanor. Experience in social service programs is preferred. It is helpful to have knowledge of office machine operations such as copiers, printers, fax machines and others. CPR and First Aid training must be obtained within 90 days of employment and re-certification as necessary. T.B. testing must be done annually.

SPECIFIC SKILLS REQUIRED:

Excellent oral and written communication skills
Strong computer skills including Word and Excel
Organizational skills
Fluency in English, legible handwriting, skills in record-keeping
A California driver's license
Ability to de-escalate crisis situations and assist residents and staff in emergency situations
Analytical and decision making ability

PHYSICAL REQUIREMENTS:

Lift and move up to 25 pounds
Physically able to safely maneuver weight distribution of a client in an emergency situation
Stand, walk, bend, stoop and sit frequently
Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Program Manager and/or designated lead. Must be able to function both independently and in a team environment, working towards attainment of operational goals and contract compliance; provides supportive, non-judgmental environment for students.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with county/state/city and business entities, clients and all levels of support staff. The Administrative Assistant is responsible for promoting positive company image and adhering to company practices and procedures, while establishing and maintaining good working relationships for the program and the agency and in the larger community. Tact, discretion and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY

The Administrative Assistant is responsible providing documentation to comply with contractual agreements. Substantial financial loss through loss of business contracts is possible.

NUMBER OF EMPLOYEES:

None.

This job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above:

Employee Signature

Date Signed

