



Center for Human Services

Building a stronger community...one family at a time.

Mailing Address: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: admin@chs-nw.org

Job Announcement

Wraparound Administrative Assistant

Want to join an innovative community-based organization? If you value social justice, are committed to providing quality services, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right person to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, as well as a generous leave package.

The Administrative Assistant is a member of wraparound program, and duties will include assorted clerical tasks such as scheduling, completion of reoccurring reports and general assistance to Wraparound Program Manager. This position is based at our Shoreline location (14705 15th AVE NE). Salary is \$16.00 per hour. This is a non-exempt position.

Job Requirements:

- Ability to handle multiple priorities simultaneously
- Ability to work independently, problem-solve and prioritize responsibilities.
- Detail oriented with strong organizational skills
- Proficient computer skills using basic programs including Microsoft Word, Excel and Outlook.
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Ability to work cooperatively as part of a team
- Ability to adapt to change
- Sense of humor

CHS is a non-profit organization with a great work environment, including staff who are passionate about and dedicated to the community. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, send resume and cover letter to jobopportunities@chs-nw.org. Full job description can be found below:

Job Description

WRAPAROUND ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION

The Administrative Assistant is a member of the Wraparound Program. Duties will include assorted clerical tasks, scheduling, completion of reoccurring reports, and general assistance to the Wraparound Program Manager. This is a non-exempt position.

MAJOR RESPONSIBILITIES – Specific for this position

- Assist with scheduling meetings and interviews
- Support the administrative needs of the Wraparound Department, such as faxing, scanning, ordering supplies, organizational tasks, processing incoming and outgoing mail, updating forms, etc.
- Help prepare and submit monthly reports
- Assist in administrative tasks regarding processing new client referrals
- Complete other clerical tasks as assigned
- Create and maintain weekly/monthly notification calendar to track deadlines for Wraparound staff
- Help staff with computer related questions and work with our IT vendor (and others such as the phone company or



Behavioral Health & Family Support

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Serving the community since 1970

Credible) to problem solve any IT related issues for office

- Assist in audit preparations
- Participate in new hire orientations
- Participate in required agency and community meetings
- Provide a safe, clean, and healthy environment for Center for Human Services
- Make phone calls as assigned

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor, manager, or a director that furthers the success of programs and/or the agency

MINIMUM REQUIREMENTS

- Associate degree in business, clerical or related background or High School or GED certificate with a minimum of two years of clerical experience
- Previous experience in the behavioral/medical field preferred
- Ability to work independently, problem-solve and prioritize responsibilities
- Ability to handle multiple priorities simultaneously
- Detail orientated, with strong organizational skills
- Proficient computer skills using basic programs including Microsoft Word, Excel and Outlook
- Passes a criminal background check
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change
- Sense of humor

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and have fun.