



# 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](mailto:admin@chs-nw.org)

## **Job Announcement** **MH Receptionist**

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 administrative assistant/receptionist 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 Receptionist is a member of Mental Health program where assigned duties will include reception for the site, answering phones, assorted clerical tasks, centralized scheduling for site's mental health therapists. This is a non-exempt position, located at our Shoreline-148<sup>th</sup> site. Salary \$17.00 per hour.

### Job Requirements:

- Associate degree in business, clerical or related background or High School or GED certificate with a minimum of 2 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 oriented, with strong organizational skills
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Ability to work cooperatively as part of a team
- 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](mailto:jobopportunities@chs-nw.org). Full job description can be found below:

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## **Job Description** **MH RECEPTIONIST**

### **GENERAL DESCRIPTION**

The Receptionist is a member of the Mental Health Program where assigned. Duties will include reception for the site, including answering phones, assorted clerical tasks, and centralized scheduling for site's mental health therapists. This is a non-exempt position.

### **MAJOR RESPONSIBILITIES – Specific for this position**

- Staff reception desk and phones and provide general oversight of the office
- Greet clients and guests
- Schedule ongoing appointments for Mental Health staff
- Support the administrative needs of the Mental Health Department, such as faxing, filing, receiving payments, ordering supplies, organizational tasks, processing incoming and outgoing mail, etc.
- Complete other clerical tasks as assigned
- Collect and process payments from clients
- Create and maintain weekly notification calendar to track therapist deadlines
- Ensure that clinical measurement tools have been administered and processed



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- Help staff with computer related questions and works with our IT vendor (and others such as the phone company or Credible) to problem solve any IT related issues for office
- Assist in audit preparations
- Participate in new hire orientations
- Process incoming and outgoing mail
- Participate in required agency and community meetings
- Supervise non-professional volunteers and track volunteer hours
- Perform designated administrative tasks to prepare for annual auction and work at the auction
- Provide a safe, clean, and healthy environment for Center for Human Services
- Make client phone calls as assigned
- Manage the site's petty cash and, if applicable, flex funds

### **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
- 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

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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.