



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 **MENTAL HEALTH ADMINISTRATIVE SUPPORT SPECIALIST**

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.

We are seeking an administrative support specialist who is excited to join our team. The administrative support specialist will work with a dynamic team of therapists and community outreach workers to provide quality mental health therapy and family support services to children, youth, adults and families in Bothell, WA. This position is under the Mental Health Department and will be the receptionist and administrative support of our new location in Bothell (12900 NE 180th St.) Full time – Monday through Friday – 9:00-5:30pm. Salary starting at \$22.00 per hour. Bilingual in English and Spanish encouraged to apply.

Job Requirements:

- Associate degree in business, clerical or related background or High School or GED certificate with a minimum of two years of clerical/admin 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

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 **MENTAL HEALTH ADMINISTRATIVE SUPPORT SPECIALIST**

GENERAL DESCRIPTION

The Admin Support Specialist is a member of the Mental Health Program where assigned. Duties will include reception for the site, including answering phones, assorted clerical tasks, and support 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



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- 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, data collection and generating reports for leadership, etc.
- Have a passion for working in community mental health
- Demonstrate commitment to diversity, equity, and inclusion, and engaged in on-going self-exploration and growth related to race, power, and privilege.
- Complete other clerical tasks as assigned
- Collect and processes payments from clients
- Create and maintain weekly notification calendar to track therapist deadlines
- Ensure that clinical measurement tools have been administered and processed
- Help staff with computer related questions and work with our IT vendor (and others such as Credible Help Desk) 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
- Connect families with Family Support programs and services offered on site
- Bilingual English/Spanish preferred

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally sensitive 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/admin 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

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.