



Center for Human Services

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

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Job Announcement

COMMUNITY-BASED INTENSIVE SERVICES (CBIS) 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 Administrative Support Specialist for our Community-Based Intensive Services (CBIS) department to join our team. We offer our staff an EXCELLENT benefit package (prorated for part-time) which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, as well as a generous leave package.

The Administrative Support Specialist is a member of CBIS program where assigned duties will include reception for the site, answering phones, assorted clerical tasks, assist department directors with special projects and support to programs and staff. The Administrative Support Specialist will report to the CBIS Department Director. This is a part-time, non-exempt position, located at our Lynnwood site. Salary is \$22 per hour.

Job Requirements:

- Associate degree in business, clerical or related background or High School or GED certificate with a minimum of 1 years of administrative support experience
- Previous experience in the behavioral/medical field preferred
- Previous experience in child-serving systems 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. Full job description can be found below:

Job Description

COMMUNITY-BASED INTENSIVE SERVICES (CBIS) ADMINISTRATIVE SUPPORT SPECIALIST

GENERAL DESCRIPTION

The Support Specialist is a member of the Community Based Intensive Services Department in Lynnwood, which provides mental health and WISe Wraparound services to children, youth, and families. Duties will include reception for the site, assorted clerical tasks, and administrative support to programs and staff. The Support Specialist will also assist department directors in special projects and support aspects of agency-wide projects and tasks. Reports to CBIS Department Director. This is a part-time, non-exempt position.

MAJOR RESPONSIBILITIES – Specific for this position

- Staffs reception desk and answers phones and provide general oversight and support of the office
- Greets clients and guests
- Assists with scheduling and reminder calls for assessments, and ongoing appointments for CBIS staff



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- Supports the administrative needs of the department, such as faxing, filing, copying, receiving payments, ordering supplies, performing organizational tasks, processing incoming and outgoing mail, room scheduling, etc.
- Oversees maintenance needs and act as primary onsite liaison with building owner/management
- Conducts regular administrative audits of client charts
- Inputs data into client records
- Assists in task management and special projects, as determined by department director
- Completes other clerical tasks as assigned
- Collects and processes payments from clients
- Assists with fulfilling records requests as needed
- Responds to Collective Medical notifications agency-wide
- Helps staff with computer related questions and works with IT vendor (and others such as Credible Help Desk) to problem solve IT related issues for office
- Assists in clinical audit preparations
- Participates in new hire site orientations
- Participates in required agency and community meetings
- Supervises non-professional volunteers and track volunteer hours, specific to site
- Assists administration with fund raising events and efforts
- Provides a safe, clean, and healthy environment for Lynnwood site
- Participates as Lynnwood site's representative on Safety Team (conducting drills, arranging for inspections, keeping records, etc.)

MAJOR RESPONSIBILITIES – Agency in general

- Provides all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participates 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
- Utilizes teamwork and open communication
- Has prompt and consistent attendance during scheduled working hours
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintains documentation in a timely, thorough and accurate manner
- Follows agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follows CHS's Code of Ethics
- Performs 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 1 year of administrative support experience
- Previous experience in the behavioral/medical field preferred
- Previous experience in child-serving systems 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 office
- Experience with electronic health records preferred
- Pass 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

Employee Printed Name

Date

Employee Signature

Date

Supervisor Signature

Date

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.