



Job Announcement **BILINGUAL ADMINISTRATIVE SUPPORT SPECIALIST – BOTHELL OFFICE**

Want to join an innovative community-based organization at a time of growth? Center for Human Services (CHS) is seeking the right person to join our team at our office space in Bothell, WA. We offer our staff an EXCELLENT benefit package which includes fully paid (prorated if part-time) health, vision, dental, life, long-term disability insurance, and 403b with match, as well as generous leave package.

The Administrative Support Specialist assists with daily operations of our office space in Bothell that hosts staff and services that include mental health counseling. Duties will include, but are not limited to answering phone calls, assorted clerical tasks, scheduling of clients, and overall administrative support for the site's mental health therapists. This is a non-exempt part time position that is contingent on grant funding and temporary until the end of February 2025. The schedule will be Monday to Thursday, 11:30am to 5pm. Reports to the Mental Health Department Manager. Starting salary is \$25.46 an hour.

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 health and/or medical field preferred
- Detail orientated, with strong organizational skills
- General computer skills in Outlook Email, Excel, Word
- Passes a criminal background check
- Demonstrated ability to successfully work within a diverse cultural setting and provide services through the perspective of cultural humility
- 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 **ADMINISTRATIVE SUPPORT SPECIALIST – BOTHELL OFFICE**

GENERAL DESCRIPTION

The Administrative Support Specialist assists with daily operations of our office space in Bothell that hosts staff and services that include mental health counseling. Duties will include, but are not limited to answering phone calls, assorted clerical tasks, scheduling of clients, and overall administrative support for the site's mental health therapists. This is a non-exempt part time position that is contingent on grant funding and temporary until the end of February. The schedule will be Monday to Thursday, 11:30am to 5pm. Reports to the Mental Health Department Manager.

MAJOR RESPONSIBILITIES – Agency in general



- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally humble approach that is integrated with other services
- Participate in creating and maintaining a safe 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
- 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, managers, or directors that further 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 health and/or medical field preferred
- Ability to work independently, problem-solve and prioritize responsibilities
- Ability to multi-task
- Detail orientated, with strong organizational skills
- General computer skills in Outlook Email, Excel, Word
- Passes a criminal background check
- Commitment to practicing cultural humility, self-reflection, and continued education on Diversity, Equity, Inclusion, and Belonging topics
- Demonstrated ability to successfully work within a diverse cultural setting and provide services through the perspective of cultural humility
- Ability to work cooperatively as part of a team
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change
- Able to work independently
- 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: Model diversity, equity, inclusion & belonging; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.



Behavioral Health & Family Support
www.chs-nw.org
 Serving the community since 1970