

## OFFICE ASSISTANT - PRINEVILLE, OREGON

BestCare Treatment Services in Prineville is recruiting for an Office Assistant! This is a Full-Time regular position that includes a competitive benefits package, FOUR WEEKS of paid time off, NINE recognized holidays, and a retirement account option. Starting hourly wage for this position is \$16.00 - \$20.99 dependent upon verified applicable experience and education. **Bilingual strongly preferred and compensation (or pay) commensurate with bilingual skillset.**

BestCare Treatment Services is proud to be one of the longest-term providers of alcohol & drug rehabilitation and mental health services in the Central Oregon region. We got our start in November of 1997, thanks to a partnership between Deschutes County, State of Oregon, and St. Charles Medical Center. From a modest, singular drug rehab center, we have grown to offering residential and outpatient services in four cities in addition to the only Spanish-speaking alcohol and drug rehab facility in the state. We have helped thousands of people find the help they need in a caring and collaborative environment and we remain true to our founding mission:

***To advocate and provide compassionate care in the treatment and prevention of addiction and mental illness.***

As an agency, BestCare has a family feel with a supportive staff of hard-working professionals whose compassion and dedication is unmatched in our industry. They are smart, kind, innovative and strive to offer the best services available under all circumstances. Does this sound like you? If so, we invite you to join our team by applying for this exciting position.

Located in beautiful Central Oregon, Prineville, Oregon, is home to scenic river gorges, deep desert canyons, and other delightful treasures. The community is tight-knit and is known for its livability, affordability, community spirit and its easy access to many outdoor activities. The surrounding landscape offers gorgeous snow-capped mountain views, fresh, clean rivers and lakes and breezy high desert plains. Prineville is in close proximity to a myriad of destination locations for fun and relaxation including the breath-taking Cascade Mountains, world famous Smith Rocks State Park, and Cove Palisades State Park on Lake Billy Chinook just to name a few.

If this sounds enticing, don't wait! Apply today and join the family!

**Title:** Office Assistant

**Program:** Crook County CMHP

**Program Location:** Prineville, Oregon

**Supervisor:** Program Director

**Employment Status:** Full-time, Regular

**FLSA Classification:** Non-Exempt, Hourly

**General Duties:** The Office Assistant provides necessary services to the administrative operation of the designated office location and assists other administrative front office staff. Will provide support to clinical and administrative staff. The Office Assistant needs to have a commitment to the mission of the agency and furthering that mission in the community. Must

understand fully and adhere to the BCTS Ethics Statement. The Office Assistant is also responsible for following proper and efficient administrative and clerical practices. Must be willing to comply with the policies and practices of BCTS.

### **Specific Duties:**

- Answer and route telephone calls, take and deliver messages, help clients when they come into the office for help, or direct to the proper person to get the help they are seeking.
- All front desk responsibilities, including accepting payments.
- Serve as first contact for clients. Greet clients courteously and professionally. Attend to appropriate requests of clients.
- Assist clients with understanding intake paperwork if needed.
- Schedule client appointments.
- Provide clerical support as assigned to include photocopying, managing charts, filing and data collection.
- Ensure the work area and files are organized, neat, clean and properly supplied.
- Maintains strict confidentiality of PHI and clinic information. Follow current HIPAA rules. The level of access to Protected Health Information (PHI) varies due to specific job responsibilities. Will make reasonable efforts to limit access to PHI to the minimum necessary to accomplish the intended purpose.
- Create and maintain all client files and verify all data is correct and complete. This includes information in the file and the database.
- Help prepare reports as assigned.
- Help keep office equipment in order and working. Call appropriate service provider when in need of repair or maintenance.
- Keep reception area and office clean and presentable. Do periodic checks of the waiting room to ensure cleanliness, as well as waiting area bathrooms to ensure they are clean and appropriately stocked.
- Manage incoming and outgoing mail as directed.
- Filing as assigned.
- Performs other duties as assigned by supervisor.

### **Minimum Requirements:**

- Have knowledge, skills and abilities demonstrating competence in the following essential job functions: experience in data collection and computer skills necessary to perform this function. Able to answer phone courteously and efficiently. Take accurate phone messages and route to appropriate person. Possess effective communication skills and know how to work cooperatively in a team environment.
- For individuals recovering from the disease of alcoholism and/or from other drug addiction, have maintained continuous sobriety for the immediate past two years at the time of hire.
- Have the ability to work independently and also have the skills to be a team player. Must have the ability to get along with co-workers. Possess the ability to network with all resources in order to provide the best customer service. Use good customer service skills with the clients or family members seeking help from our program.

**Tools and Equipment Used:**

Must have competency in using a computer for word processing, database and internet usage. Must be able to operate usual office equipment such as fax, telephone and photocopy machine. Must have a current and valid driver's license.

**Physical Demands:**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee must occasionally lift and or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

**To Apply:**

Please complete an application using the link below along with a cover letter, resume, personal email address for communications and contact information for three supervisory references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)