

Position Title: Administrative Support Specialist
Program: Jefferson County Community Mental Health Program
Program Location: Madras, Oregon
Employment Status: Full Time Regular
FLSA Classification: Non-Exempt (Hourly)
Salary/Wage: \$16.00 - \$20.99 depending on qualifications and experience.

General Duties: The Administrative Support Specialist provides necessary services to support the daily operations of the administrative office. The Administrative Support Specialist will provide assistance to the Office Manager/Administrative Supervisor and other staff as needed. Primary duties include advocating for excellent client care.

Job Relationships:

- Reports to: Administrative Support Staff Supervisor
- Employees Supervised: None

Language: Bi-Lingual Spanish/English preferred

Duties:

- Provide complex, confidential, and specialized clerical and administrative activities in support of the program
- Administrative support duties include; greeting clients, preparing and proofing reports, notices, and correspondence; attending meetings and taking minutes; overseeing and maintaining office filing system; prescreening mail; monitoring telephones
- Create, maintain, and enter information into databases
- Acquire, distribute, and store office supplies
- Conduct special projects
- Conduct other duties as assigned by supervisor

Minimum Requirements:

- One year of previous office support experience required
- Valid Oregon Driver's License required
- Basic computer skills and experience with Microsoft Office required
- Experience working with an ERM system strongly preferred
- Experience with general office procedures, methods and office equipment to include multi-phone line system, computers, fax machines, etc.
- Ability to be flexible in terms of a work schedule
- Strong client engagement skills required
- Ability to show compassion towards individuals with mental health and substance abuse disorders
- Professional communication skills to include spoken and written usage, with an emphasis on grammar and punctuation
- Experience with report writing techniques and basic financial and statistical record-keeping practices
- Maintain confidentiality as required by BestCare Treatment Services policies and procedures
- Must possess the ability to work independently and the skills to be a highly collaborative 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.

Tool and Equipment Used:

Laptop computer, fax machine, scanner, copy machine, telephone, projector, MS Word, Excel, Outlook and Website maintenance.

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; and 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 and 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 the application using the link below, and submit along with a cover letter, resume with personal email address for correspondence, any applicable licenses, certifications or degrees with transcripts, and contact information for three supervisory/professional references.

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