

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

ADMINISTRATIVE ASSISTANT – EARLY CHILDHOOD MENTAL HEALTH CONSULTATION DEPARTMENT

POSITION SUMMARY: The Administrative Assistant performs with excellence a range of administrative and office support activities for the Early Childhood Mental Health Consultation (ECMHC) department. The role handles a variety of tasks in order to support that department in providing effective, positive and efficient services. Administrative activities may include assistance with recordkeeping, data entry, referral management, case management, scheduling, filing, copying, meeting scheduling, notetaking, and basic reporting.

POSITION OVERVIEW:

- Employment Type: Full time/Exempt
- Salary: Commensurate with experience
- Location: San Jose or Fremont Office
- Job Category: Administration
- Reports to: Vice President-Early Childhood Mental Health Consultation & Training
- Supervises: None

PRIMARY RESPONSIBILITIES:

1. Provide general day-to-day clerical and office support to department operations.
2. Assist with data entry, tracking, monitoring and reporting of referrals for the consultation department.
3. Assist with data entry, tracking, monitoring, follow up and reporting of external referrals linking consultation clients to community-based therapeutic and other services, as needed.
4. Assist with providing case management to consultation participants that involves phone (possibly in-person) support, researching and sharing resources. May attend consultation meetings with consultants to assist with case management.
5. Assist with maintaining electronic and/or hard copy filing system.
6. Attend case review meetings to take meeting notes, capture action items and write meeting summaries.
7. Attend supervision and other meetings as required for the program.
8. Arrange meetings and appointments, as needed.
9. If bilingual, provide translation and interpretation support, as needed.

POSITION QUALIFICATIONS/REQUIREMENTS:

- At least 1 year of clerical, secretarial, or office experience. Other professional experience also highly desired.
- High school diploma or general education degree (GED) required. Post-high school education and professional development highly preferred.
- Ability to maintain confidentiality of sensitive mental health and HIPAA-protected information.
- Ability to build rapport and strong working alliances with team members, internal and external clients.
- Proficient computer skills and knowledge of relevant software, including Microsoft Office.
- Strong verbal and written communication skills. Strong typing skills.
- Bilingual (Spanish) is a plus.

OTHER QUALIFICATIONS/REQUIREMENTS:

- Willingness to learn and take on new projects and responsibilities, as needed.
- Ability to demonstrate leadership, accept responsibility, set goals, work independently and in cooperation with others.
- Professional, self-motivated and self-directed.
- Effective and strong communicator. Ability to communicate clearly in English both verbally and in writing. Ability to write concise, informative written information in a timely manner as needed within the position.
- Ability to exercise good judgment and willing to consult with supervisor as needed. Ability to make decisions and multi-task.
- Position may require travel to various locations within Santa Clara, Alameda and Contra Costa counties.

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions ****

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position, please complete an application at <https://www.kidango.org/Careers>

You may submit your resume along with an application.

Please note that you are not considered an applicant until you have completed an application for employment.