



## **Liberty House Job Announcement**

Administrative Assistant

Full-time—40 hours

Starting at \$13.00 - \$15.00 per hour

Excellent benefits package

### **About Liberty House**

Liberty House is a nonprofit organization founded in 1999 and dedicated to supporting children and families facing concerns of abuse, neglect, trauma and grief. Our successes lead to vital positive social change and we are looking for a highly organized, energetic and passionate person to join our team. Visit [www.libertyhousecenter.org](http://www.libertyhousecenter.org).

### **Administrative Assistant**

You are the ideal candidate if you have excellent organizational and communication skills, and a high level of attention to detail. You will also be a flexible team player with a sense of humor and a strong work ethic. Additionally, you will be inspired to learn and grow personally and professionally and be passionate about making a difference in the lives of families and children in our community.

This position is the first point of contact for clients, families, and visitors at Liberty House. The Administrative Assistant is responsible for greeting clients and their families arriving for appointments. Additional job duties include answering and routing phone calls, data entry, and providing administrative support for the management staff.

### **Primary Duties**

- Assist clients with completing intake packets, grievance forms, or other paperwork.
- Schedule follow-up appointments for clients. Reschedule clients if clinician calls in to work.
- Scan documents into Electronic Health Records and update information as needed.
- Perform office opening and closing duties.
- Provide administrative/clerical support.

### **Requirements**

- High school diploma or GED
- At least two years' experience in an administrative position, performing general office duties.
- Intermediate – Advanced knowledge of Microsoft Office software applications (e.g., Word, Excel, Outlook, Publisher).

- Excellent written and verbal communication.
- Able to maintain composure when working under stressful conditions.
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry checks prior to employment.
- Ability to work independently and as part of a team.
- Interest in Liberty House's mission.

**To Apply**

Please email a cover letter, application and resume to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)  
Attn. Shirlee Sitton.

Open until filled; priority reviews begin September 20, 2018.

Liberty House is an Equal Opportunity Employer.