



Job Recruitment

Administrative Assistant – Hope and Wellness Services

Position Summary:

The Hope & Wellness Administrative Assistant provides administrative support for the Hope & Wellness Program, including reception tasks. The Hope & Wellness Administrative Assistant is supervised by the Mental Health Program Manager and meets regularly with that person.

Classification: .375 FTE – Non-Exempt. Hourly. Part-Time

The Organization:

Liberty House provides a range of services for children and their families referred for concerns of abuse, neglect, trauma, or grief. In the clinic, core services include a medical check-up, forensic interview and family support. Services are provided in consultation with other professionals such as law enforcement and child protective services (See Oregon Revised Statutes 418.747 – multidisciplinary teams; ORS 418.782 – child abuse medical assessment). Liberty House provides follow up mental health services for children and their caregivers through our Hope and Wellness Services. With a budget of over \$3 million, we serve more than 1,000 children and family members each year. We also provide prevention training and education for community organizations. Our experienced staff members work closely with many other professionals to ensure that children and their families receive the help they need in a coordinated, sensitive way. Liberty House serves children and families in Marion and Polk counties.

Liberty House is a nonprofit corporation organized under IRS Code 501(c)(3). Employment with Liberty House may make the employee eligible for eventual forgiveness of student loans issued under The William D. Ford Federal Direct Loan Program.

Basic Functions and Responsibilities of the Position:

Provide Mental Health Administrative Services (90%):

- Answer calls to the Hope & Wellness Program and greet all guests.
- Direct telephone calls to the appropriate provider or Client Services Specialist (if caller is seeking counseling for new client).
- Check insurance in CIM daily.
- Schedule follow-up appointments for clients. Reschedule if clinician calls in to work.
- Copy and put together resource or group packets when necessary.
- Assist clients with completing intake packets, grievance forms, or other paperwork.
- Scan paperwork into client's electronic health records.

Other Duties (10%):

- Participate in all staff and Hope and Wellness Services meetings.
- Participate in quality assurance activities, including meeting with Program Manager and handing out survey forms to clients during the appropriate time.
- Perform other duties as assigned.

Basic Functions and Responsibilities as a Liberty House Team Member:

- Pass a criminal background, a sex offender registration and child abuse registry check.
- Maintain required confidentiality in compliance with Liberty House policies, HIPAA, and State of Oregon multidisciplinary child abuse assessment team statutory requirements.
- Attend Liberty House staff meetings, staff annual retreat, and events as needed.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment by adhering to the Liberty House Code of Conduct.
- Conduct the business of Liberty House so as to maintain and increase its goodwill and reputation in the community, consistent with professional and ethical standards of behavior.
- Unless otherwise agreed upon, Liberty House employees are required to work on-site.

Qualifications:

Required Education and Experience:

- High School Diploma or GED
- Two years of administrative assistant experience in the mental health or medical field

Other Qualifications:

- Excellent verbal and written communication skills; able to read and write English.
- Bilingual (Spanish) preferred.
- Ability to work effectively in complicated situations.
- Excellent time management capabilities.
- Ability to work collaboratively with team members.
- Ability to hear information that may be difficult; be sensitive to trauma.

Hours, Compensation and Benefits:

- Part-Time, hourly position at 12-15 hours per week, Monday-Friday.
- Compensation: dependent upon education and experience.
- Benefit package: paid holidays paid vacation and sick leave

Nothing in this job description restricts Liberty House's right to assign or reassign duties and responsibilities to this job at any time.

To Apply:

This is a recruitment to establish a pool of qualified candidates and will remain open until the position is filled.

Interested applicants may download the job application form from the Liberty House website at www.libertyhousecenter.org or may request a Liberty House Job Application form from:

Kameron Wolfer
Executive Assistant
Liberty House
2685 4th St. N.E.
Salem, OR 97301
Fax: 503-540-0293
Email: kwolfer@libertyhousecenter.org

Interested applicants should submit the completed application, a resume, cover letter and two letters of recommendation to Kameron Wolfer, Executive Assistant, at the above address. **Email submissions are preferred.**

A criminal background check, DHS Child Welfare Registry check and sex offender registry check are all required for employment at Liberty House and will be completed for finalists.

The start date for the position will be determined by the Hope & Wellness Program Manager and the Chief Executive Officer in consultation with the successful candidates.

Liberty House is an Equal Opportunity Employer.

If you have questions, please call Kameron Wolfer at (503) 540-0288 or email at kwolfer@libertyhousecenter.org