

**ADMINISTRATIVE ASSISTANT POSITION
In the Family Partnership Program**

The Family Partnership Program (FPP) assists families who have a child or children living with behavioral and/or emotional challenges in several ways including providing peer support and helping a family navigate services offered by County agencies, school systems, and other provider agencies.

Work Location: Eastmont Town Center
7200 Bancroft Avenue, Suite 125-C
Oakland, CA 94605

POSITION BENEFITS & REQUIREMENTS

TIME	FLSA STATUS	WAGE/SALARY	BENEFITS	SUPERVISOR	INTRODUCTORY PERIOD
Part-time (20 hrs/wk)	Non-Exempt	\$19.00/hour \$20,000/ year	Medical, Dental, and Vision plans Vacation/Sick leave earned based on the number of hours worked per month	Program Director	Six Months

The Administrative Assistant should be able to interact comfortably with people that have mental health challenges and with their families; be able to multitask with interruptions; handle confidential information in compliance with MHAAC policy, county regulations, and federal HIPAA standards; and be able to work courteously with people from diverse cultures. The successful candidate will be: organized, detail oriented, adaptable to changing schedules and organizational needs, and be open to learning new skills.

Minimum Qualifications:

- ❖ The equivalent of 2 years full-time work as an administrative assistant
- ❖ Experienced user of Microsoft Office Suite including: Outlook, Word, Excel and PowerPoint
- ❖ Knowledge of modern office practices and procedures including use of standard office equipment
- ❖ Excellent written communication skills including knowledge of standard letter/ memo formats
- ❖ Excellent verbal communication skills including active listening and ability to maintain neutral tone
- ❖ Ability to organize and prioritize workload to meet deadlines
- ❖ Demonstrated ability to work both independently and as part of a team

Preferred Qualifications:

- ❖ People with experience as a family caregiver in supporting a loved one with mental health challenges and bilingual/bicultural applicants are strongly encouraged to apply

General Responsibilities and Duties:

- ❖ Serves as primary program receptionist: answers calls, takes messages, and offers general program information as needed
- ❖ Maintains appointment calendar for the Program Director using Outlook or other online calendar
- ❖ Track team member assignments and review submittals for completion and accuracy
- ❖ Prepares and edits meeting minutes
- ❖ Serves as liaison to Alameda County Departments as needed, e.g. Information Services
- ❖ Collect and submit monthly data reporting, reimbursements, statistics and staff timesheets
- ❖ Prepares materials for outreach events and trainings
- ❖ Arrange staff travel and training registration
- ❖ Develops and maintains system for inventory of supplies needed for food pantry, lending library and special events
- ❖ Conducts product research, coordinates purchases and works with vendors on delivery logistics

JOB ANNOUNCEMENT

Submit Resume with attention "Administrative Assistant" to:

Email: Jobs@mhaac.org

Mail: Mental Health Association of Alameda County
954 60th Street, Suite 10
Oakland, CA 94608

Open Until Filled – First review of candidates: Wednesday, August 28, 2019