



VOLUNTEER ANNOUNCEMENT

Position Title: Administrative Assistant

Program: New Leaf Recovery Center

Classification: Non-Exempt, Full-Time or Part-Time

Salary: None

Summary and Range of Authority: UPAC New Leaf Recovery Center (NLRC) provides evidence-based and integrated outpatient treatment services for adults who suffer from serious mental health and co-occurring substance abuse conditions. Under the direction of the Office Manager, the Administrative Assistant supports the program with administrative duties.

Essential Duties and Responsibilities:

- Assist Office Manager in preparing and maintaining fiscal records, program reports, and contracts.
- Provide reception coverage; answer calls, take messages, direct calls to appropriate staff.
- Assist in the preparation of reports and proposals to funding agencies, including spreadsheets, monthly reports, and budgetary documents.
- Collect staff timesheets; prepare semi-monthly payroll tally, monthly PTO balances and submit to Fiscal Department.
- Process appropriate check requests and submit to Fiscal Department.
- Develop and maintain office and program files.
- Sort mail and incoming faxes and distribute to appropriate staff.
- Keep the admin related documentation organized and filed.
- Handle facilities-related matters and special projects including phone system, building security issues, key maintenance, and checkout.
- Assist staff in preparing outreach activities such as presentations, conferences, and resource fairs
- Provide assistance in agency and program audits.
- Assist in maintaining client charts and personnel records.
- Light janitorial duties.
- Input Cal-OMS (SanWits) data and submit to county on monthly basis
- Input PSR/DATAR reports and submit to county and state on a monthly basis.
- Prepares electronic schedule for MD and RN/LVN appointments
- Prepare charts for psychiatry visits and nurse visits
- Greets clients and visitors in a professional manner
- Using a multi-line phone, answer calls in a professional manner, take accurate messages and/or direct calls appropriately
- Maintains reception area in an organized and professional manner
- Maintains adequate copies of program brochures, client written materials and program required forms
- Maintain accurate list of office phone extensions, staff schedules, and other office schedules
- Act as a courier to deliver and pick-up mail between program and other UPAC offices
- If recovering, must be stable in the recovery process for 2 years.
- Other duties and responsibilities as assigned.

Required Education, Certifications/Licenses and Language/Cultural Skills:

- High School diploma or equivalent

Minimum Experience and Qualifications Required:

- Must have 1 year experience as an administrative assistant, clerk or receptionist
- Previous experience in data entry.
- Familiarity with computer applications including spreadsheets and word processing.
- Excellent attention to detail and ability to input electronic data accurately.
- Efficient time management skills and reliability in meeting deadlines. Effective communication skills.
- Works well independently and within a team. Ability to maintain strict confidentiality with regard to sensitive or proprietary information.
- Ability to work well under pressure.
- Excellent written and verbal communication skills.
- Must have flexibility to work some evening and weekend hours during scheduled client activities.
- Must have certified First Aid and CPR training (including infant CPR).
- Must demonstrate intermediate level of computer literacy and experience using office productivity software i.e. Microsoft Word, Excel, Power Point, Internet browsers, and Outlook.
- Must pass background check (Live Scan Fingerprint).
- Must pass drug test (results shall be negative for all illegal drug use including marijuana).
- Must have TB clearance.
- Must be able to drive for business purposes to other program locations in San Diego County.
- Must have a valid California driver's license and comprehensive automobile insurance coverage, as required by law.
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General.

Additional Preferred Education or Qualifications:

- Prior knowledge and experience of Drug Medi-Cal Title 22 and SanWITS data systems preferred or
- Prior knowledge and experience of Cerner data system and Title 9 preferred. and

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Spends approximately 70% of work time sitting and meeting with others or working at a desk and/or computer. Spends approximately 30% of work time standing or walking within the work area or outside the office at meetings and events, also bends, twists, stoops and reaches. Ability to communicate in writing and verbally. Regularly required to sit and talk or hear. Frequently is required to use hands to touch, handle or feel and reach with hands and arms. Occasionally lifts and/or moves up to 25 pounds. Working conditions are normal for an office environment and event venues. The noise level is usually moderate.

Please forward your resume via e-mail, fax or mail to:

UPAC – Attn: HR Dept

1031 25th Ave

San Diego, CA 92102

Fax: 619-232-4113

E-Mail: upacjobs@upacsd.com