

Mental Health Association in Orange County, Inc.



NEW POSITION GRANT FUNDED

PROJECT HOPE ADMINISTRATIVE ASSISTANT – TEMPORARY/REMOTE JOB POSTING

I. Title: Project Hope Administrative Assistant

II. Reports to: Project Hope Program Manager

III. Job Objectives:

Under the direction of the Project Hope Program Manager, the Administrative assistance provides support to the Crisis Counselors, Finance Coordinator, Project Home Program Supervisor, Project Hope Program Manager.

Project Hope is a FEMA (Federal Emergency Management Agency) grant funded Crisis Counseling Program (CCP) designed to provide emotional support and assistance to individuals adversely affected by the COVID-19 pandemic. This is an ideal position for individuals who are interested in helping others who have been impacted by COVID-19 and making a contribution to their community. The Administrative Assistant will be responsible for general management tasks assigned by Team Leader and/or Project Coordinator including answering the telephone, responding to client requests, data entry, and reporting for the program.

Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and **WELCOME Orange**.

IV. Qualifications:

- High school diploma or equivalent; some college preferred.
- Five years front office or administrative experience, preferred.
- Bilingual Spanish/English preferred.
- Experience in the mental health profession.
- Ability to work independently.
- Excellent telephone and typing skills.
- Demonstrate initiative and good judgment.
- Organized, self-motivated, effective time management and can coordinate multiple tasks simultaneously.
- Ability to work efficiently in a team setting, with collaborative partners.
- Understand the importance of maintaining confidentiality.
- Effective written and oral communication skills.
- Ability to adapt and be flexible to changes in protocol and program needs.
- Proficiency in Excel and Microsoft Word required.
- Knowledge of data base management

- Experience with and ability to use an information database system.
- Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
- Valid copies of personal auto-insurance, car inspection and registration required.
- Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.

V. *Responsibilities:*

- Provide administrative support to the entire Project Hope program.
- Performs office management responsibilities such as entering data, setting up meetings, typing, filing, copying, preparing general correspondence, sorting mail when in the office, etc.
- Maintain statistical data on type, amount, and provider treatment and rehabilitative services.
- Prepare various types of reports for the program as directed by program management.
- Prepare and complete monthly internal audits.
- Responsible for entering all appointments into the database system.
- Maintain files and file directory.
- Maintains inventory of supplies and orders as needed.
- Assists in updating and maintaining agency resource directory.
- Ensures HIPAA laws and MHA confidentiality policies are followed.
- Must adhere to MHA's Remote Work and Data Security Policies and Procedures.

VI. *Other Duties:*

- Duties outlined above are intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time. More importantly, duties are subject to change based upon the final design/model of Project Hope.

VII. *Terms of employment/benefits:*

- Full time, Non-Exempt, Temporary.
- Locations: Remote and Mental Health Association in Orange County, Inc. in Middletown (73 James P. Kelly Way, Middletown, NY)
- Temporary position with funding through 6/16/2021 (subject to change).
- Shift as follows: Monday-Friday 9:00am-5:00pm (subject to change to meet the needs of the project).
- Mandatory Project Hope training is required.
- Not eligible to apply for internal MHA positions until timeline of contract is completed.

**Please send letter of intent and resume to:
Human Resources
Mental Health Association in Orange County, Inc.
73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to mharecruiting@mhaorangeny.com**