

JOB DESCRIPTION

Job Title:	Administrative Assistant
Program/Dept:	COPPASA, LWCC, Project Reconnect, and Project 333
Reports to:	Program Manager of Prevention & Youth Services
Classification:	Regular, Full-time, Non-Exempt
Salary:	\$30,000 p.a.

Description: Asian American Recovery Services, Inc. (AARS, Inc.), is an innovative substance abuse prevention, treatment, and research agency serving the greater San Francisco Bay Area. The Administrative Assistant is responsible for entering all billing for San Francisco Project Reconnect, Project 333, Lee Woodward Counseling Center (LWCC), Comprehensive Outreach Project for Pacific Islander and Asian Substance Abusers (COPPASA), and Prop 36 client billing. This position is also responsible for providing general administrative, data entry, and clerical support to the managers, supervisors, and staff of all these programs. This position requires an ability to maintain strict confidentiality and handle information with tact and diplomacy.

Primary Duties and Responsibilities (other duties may be assigned):

- Provides administrative support to LWCC, COPPASA, Project Reconnect and Project 333;
- Provide general office administrative and secretarial support including but not limited to: word processing, answering telephones, screening messages, and direct all inquiries and/or take messages, greeting clients and visitors, handling general inquiries, distributing mail, faxing, copying, etc.;
- Manages and directs client traffic in the reception area and maintains client sign in sheets and log book;
- Assists the program managers and supervisors with the production and submission of all required reports, forms, time sheets, and other correspondence;
- Assemble client file immediately after counselor turns over intake and assessment documents;
- Log and file all current client information in client binder. This includes reports, progress notes, individual/Group notes;
- Reconcile bill slips with progress notes and check all filings to ensure that appropriate signatures and documents are in compliance with HIPPA requirements;
- Enter LWCC, San Francisco Project Reconnect, COPPASA, CBHS, and Prop 36 client billing, registration, opening and closings into the city wide and internal databases according to established timelines and procedures;
- Ensure compliance with HIPPA regulations;
- Responsible for clients' urine analyses and processing of all paperwork for submission to Redwood Toxicology;
- Maintain and update BIS numbers and Buddy List of clients for counselors and interns;
- Must be able to provide authorizations and re-authorizations;
- Verify clients Mental Health eligibility;
- Assists with general correspondence, including but not limited to letters, memorandums, and other correspondence;
- Produce CalOms Prevention data and attend any necessary CalOms trainings and meetings;
- Maintain sensitive and confidential information according to established guidelines and procedures, including but not limited to filing case progress notes and client sign in sheets;
- Assists with CBHS surveys and questionnaires to clients;
- Attend required meetings, training, conferences, with approval by Supervisor;
- Arrange details related to trainings, meetings, conferences, etc. for all staff;
- Process expenditures (petty cash, expense forms, reimbursements, etc.);

- Assists with updates and maintenance of all program literature, manuals, etc.;
- Record and distribute Minutes of all necessary program related meeting minutes;
- Maintain office equipment such as copier, printers, and fax machines.

Required Qualifications:

- One year of general office work experience;
- Proficiency with Windows and Microsoft Word applications, especially Excel and Access;
- Trained in CBHS and Mental Health billing system;
- Excellent communication (written/oral) and interpersonal skills;
- Ability to type 50+wpm;
- Detail oriented and organized;
- Light accounting/bookkeeping skills;
- Strong experience and/or willingness to work with diverse populations in public settings;
- Understanding of and willingness to work with traditionally under-served populations, including but not limited to those affected by substance abuse, mental health, HIV, AIDS and other health-related issues;
- Familiarity with the Asian and Pacific Islander communities as well as the system of social care within SF preferred.

Preferred Qualifications:

- Bachelor's degree and/or equivalent experience;
- Cultural competence and familiarity regarding race, gender, sexual orientation, ethnicity, economic status, homelessness, and substance abusing communities;
- Familiarity with the substance abuse and mental health systems of care in San Francisco.

Application Deadline: Position will remain open until filled. Send resume and letter of interest to:

AARS, Inc.
Stephen Fields
Program Manager of Prevention & Youth Services
2166 Hayes Street, Suite 206
San Francisco, CA 94117

Or FAX to (415) 776-1066

Due to large volume of resumes received, we are unable to acknowledge receipt of all applications. Candidates who meet specific qualifications will be contacted during the course of this search.

AARS, Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds and diverse sexual orientations. Reasonable accommodation will be made for persons with disabilities.

8.10.09