



Job Title: Administrative Assistant
Organization: Asian American Recovery Services, Inc.
Program/Dept: Behavioral Health Access Center
Location: San Francisco
Reports to: Program Coordinator
Classification: Regular, Full-time, Non-Exempt
Salary Range: \$30,000 - \$34,000 p.a.

Description: AARS serves as fiscal intermediary for the Behavioral Health Access Center (BHAC) of the Community Behavioral Health Services (CBHS) in this position. The BHAC provides an entry point into the Department of Public Health's system of care for persons seeking access to substance abuse and mental health treatment. This job will require the incumbent to work closely with an interdisciplinary team of clinicians and administrative staff in creating a welcoming environment for those seeking to access services.

The job of Administrative Assistant is primarily at the front desk. The Front Desk is responsible for all office incoming calls, filing, office machine maintenance, and supplies. *This position requires an ability to maintain strict confidentiality and handle information with tact and diplomacy.*

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

- Staffing the front reception desk and waiting area
- Provide a sense of welcoming and professional interface with members of the public while
- Process, transfer, or forward incoming calls
- Provide members of the public with information about the BHAC
- Work closely with other program staff in providing seamless access to assessment and care
- Check and distribute phone messages
- Distribute faxes from a machine (throughout the day)
- Distribute incoming mail
- Retrieve and put away files containing confidential patient information
- Ensure that the office is adequately stocked with office supplies
- Provide data entry
- Compile and collate patient information into medical charts
- Assist other administrative staff as directed
- Attend meetings, training, conferences, etc. as required.

Required Qualifications:

- Completion of high school
- Two years of general office experience, including Proficiency and speed with Windows and Microsoft applications, typing skills, office methods, and procedures
- Strong experience in working with diverse population in clinical settings
- Ability to use good judgment in making routine decisions in accordance with policies and regulations
- Ability to manage multiple projects, organize, and pace work in order to meet deadlines in a clinical setting
- Familiarity with both the substance and mental health systems of care in San Francisco

Application Procedure:

This position will remain open until filled. Send resume and letter of interest to:

Phil Castiglione, ASW, CADC II
Program Coordinator
1380 Howard St., 1st Floor
San Francisco, CA 94103

Or fax (415) 255-3629

Or email: phil.castiglione@sfdph.org

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.

8.5.09