



## **JOB DESCRIPTION**

<b><i>Job Title:</i></b>	Administrative Assistant – Tracker
<b><i>Organization:</i></b>	Asian American Recovery Services, Inc. (AARS, Inc.)
<b><i>Program/Dept:</i></b>	Administration - Santa Clara County
<b><i>Location:</i></b>	Milpitas/San Jose
<b><i>Reports to:</i></b>	Project Supervisor and Youth Services Coordinator
<b><i>Classification:</i></b>	Regular, Part-time (24 hours/week), Non-Exempt
<b><i>Salary Range:</i></b>	\$30K - 35K p.a. based on 100% FTE

**Description:** AARS, Inc. is an innovative substance abuse prevention, treatment, and research agency serving the greater SF Bay Area. The Administrative Assistant is responsible for tracking clients for follow-ups, conducting interviews, entering data into computer system, and providing general administrative and clerical support to the LUCK (Love, Understanding, Connection, Knowledge) program, and to Santa Clara County staff. *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):**

#### ***Follow- up interviews***

- Work closely and collaboratively with LUCK clinicians to set up a tracking system in order to set up follow-up interviews with clients. Tasks include:
  - Create locator forms for each client
  - Track clients by mail, telephone, computer and visits
  - Create and update a data base of all clients status
  - Research data bases for locating clients
  - Create reports as needed for project management purposes
- Attend training in conducting GAIN interviews and conduct interviews with clients.
- Enter GAIN data into computer system
- Run reports as needed

#### ***Administrative support to LUCK and Milpitas office***

- Create client charts, file forms and progress notes, and keep files neat and complete;
- Field calls and requests, responding to general program inquiries;
- Provide general office administrative and secretarial support including, but not limited to, word processing, answering telephones, taking meeting minutes, handling general inquiries, distributing mail, faxing, copying, etc.;
- Manage and direct client traffic in the reception area;
- Arrange and assist with meetings, trainings, conferences, etc. as needed;
- Maintain and update program literature, brochures, manuals, etc;
- Process expenditures (petty cash, expense forms, reimbursements, etc.) if needed;
- Maintain general office area and office supplies inventory;
- Coordinates facility and maintenance issues;

- Performs a variety of special projects involving independent judgment, discretion, flexibility and resourcefulness.

**Minimum Qualifications:**

- Bachelor's degree in Business Administration or equivalent experience preferred;
- Demonstrated administrative and secretarial skills with one year of general office work experience preferred;
- Ability to maintain confidentiality, display good judgment, and exercise tact and diplomacy at all times;
- 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 Santa Clara County preferred;
- Must be organized self-starter, detail oriented and able to manage multiple tasks simultaneously;
- Excellent computer skills; MS Word, PowerPoint and Excel. MS ACCESS skills preferred.
- Excellent verbal and written communication skills.
- Spanish or Vietnamese speaking preferred.

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

AARS, Inc.  
Attn: Razelle Buenavista  
Youth Services Coordinator  
1340 Tully Road, Suite 301  
San Jose, CA 95122

or FAX to (408) 271-3909

*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.*