



Position Title: Administrative Assistant
Program/Dept: Regional Administration
Reports to: Executive Assistant
Classification: Regular, Full-Time, Non-Exempt
Salary Range: \$16.70 Hourly + Full Benefits Package

Agency Description: Caminar is a nonprofit agency with over 50 years of experience providing community-based support services for people with disabilities. Caminar services are designed to enable adults and older adults with mental health, physical and developmental disabilities to live and work in their community in accordance with their ability and desire. **Our mission is to improve the quality of life for people with disabilities by providing opportunities to live in the community with dignity and independence.** The agency employs approximately 300 of the most dedicated and professional staff serving the communities of San Francisco, San Mateo, Solano and Butte counties.

Position Description: Under supervision of the Executive Assistant, the Administrative Assistant supports the REACH/FSP and Medication Clinic teams by providing wide-ranging administrative tasks such as client, visitor and phone reception, data entry, file management and other office duties in a mixed office/clinic environment.

Essential Duties & Responsibilities:

- Greet, welcome, and announce visitors. Notify staff members when their appointments have arrived. Ensure clients and visitors are accompanied by staff when entering the office areas. Monitor waiting room area and client traffic.
- Answer a multi-line phone system and properly route incoming calls in a professional, courteous, and helpful manner.
- Timely and accurate data entry of HIPPA protected client documentation into county electronic health record database.
- Triage client calls and forward to appropriate staff.
- Maintain master calendar of client appointments for medical staff.
- Distribute weekly allowances to clients at the front desk.
- Maintain and distribute the schedule for Warm-Line and Emergency-Line staff.
- Maintain and distribute driving schedule of CSW's and arrange alternate staffing in the event of staff absences (planned and unplanned).
- Ensure that office equipment (copier, fax machine, etc.) is properly stocked and maintained and that the San Mateo office suite, reception area, and kitchen remains neat and organized. Keep kitchen/ well- organized and stocked with coffee, tea, cups, plates, etc. at all times.
- Work collaboratively with a team of administrative staff, supporting the efforts and needs of other departments, providing assistance in a team-oriented approach.
- Maintain the appearance, upkeep and general organization of the department, kitchen, and conference room.
- Perform general office duties such as typing, flow of correspondence, filing, requisition of supplies, faxing, etc. Receive, respond, and initiate electronic mail; take, maintain and distribute meeting minutes.
- Participate in planning, preparing for and organizing special events.
- Participate in and/or complete trainings as assigned.
- Drive own or agency vehicle to meetings and other venues, as required; documenting and reporting mileage according to agency procedures, so that services can be provided in a timely manner; comply with agency vehicle policy at all times.



- Participate in promoting a safe, healthy and clean working environment at all times consistent with applicable laws, industry standards and the agency's own Health & Safety Program.
- Complete and submit accurate time sheets and absence reports to program management in a timely manner.
- Actively nurture and advance the cooperative, harmonious and teamwork oriented environment Caminar strives to promote within the workplace; Through daily efforts and presentation promote an atmosphere of dignity and respect in line with the organization's mission, philosophy, policies and procedures.
- Perform other related duties, responsibilities and special projects as assigned.

Requirements, Qualifications, Skills & Abilities:

- Must be passionate about Caminar's mission.
- High School Diploma or GED is required. Bachelor's degree strongly preferred. Absent a BA, must have prior office or reception experience or possess an AA.
- Excellent computer skills in a Microsoft Windows environment including email and Internet navigation required. Experience with Human Service Information Systems strongly preferred. Experience with web based time and attendance and staff training and development system is strongly preferred.
- Ability to maintain a high level of confidentiality, a professional demeanor and to represent the organization in a positive manner at all times. Must demonstrate acceptable level of maturity, good judgment, and emotional stability.
- Problem solving—identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Customer Service—manages difficult customer situations, responds promptly to customer needs and solicits customer feedback to improve service.
- Oral and written communication—speaks clearly and persuasively in positive or negative situations; Completes formal written communications skillfully and professionally.
- Quality management—looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Planning/organizing—prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events. Ability to act quickly and appropriately in emergency situations.
- Dependability—is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance. Consistently engages forward thinking by completing tasks before asked.
- Safety and security—actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Must be a dynamic self-starter with demonstrated ability to work independently on special projects.

Physical, Environmental and Mental Requirements:

- Physical: Occasionally required to push/pull objects up to 50 lbs, and to lift/carry objects up to 25 lbs. Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to walk, stand, sit for extended periods.
- Sensory: Frequently required to read documents, written reports, and plans. Must be able to distinguish normal sounds with some background noise, as in answering the phone, interacting with residents and staff, etc. Must be able to speak clearly and understand/be understood using the English language.



- Cognitive: Frequently required to concentrate on moderate detail with constant interruption. Must be able to attend to a task/function for 20-45 minutes at a time. Frequently required to understand and relate to specific ideas, several at a time. Must be able to remember multiple tasks/assignments given to self and others over a period of several days.
- Environmental Conditions: Frequent exposure to varied office and mixed (residential/office) environments. Occasional exposure to toxins and poisonous substances, dust, and loud noises.
- Equipment: Frequently required to use a computer, phone, and fax machine.

Special Requirements:

- Must be able to meet and receive a criminal records clearance, as required by Title XXII, other licensing regulations, and Caminar practices.
- This position requires frequent driving. A valid California driver license, reliable personal vehicle, current personal auto insurance as required by law, and an MVR sufficient to obtain and reasonably maintain insurability under agency auto liability policies are all essential job requirements.
- Must be able to pass post offer, pre-employment medical and drug tests as required under State Community Care Licensing regulations and/or agency policies.

How to Apply:

Please send a letter of interest and current resume to jobs@caminar.org (include "SMR AA" in the subject header of your email). No Phone Calls Please.

Caminar is a leader in providing innovative client-oriented mental health services. We are an equal opportunity employer. Please visit our web site at www.caminar.org