



JOB POSTING

Position Part-Time Administrative Assistant

Position Summary:

Do you want to work for a person-centered results-oriented leader in crisis intervention, suicide prevention and community resources who provides opportunities for professional growth? Do you have a passion for helping people by providing support? We are looking for a self-motivated compassionate individual to work a flexible part-time schedule as an Administrative Assistant at our Peer Resource and Recovery Center in East Liverpool, Ohio. The successful candidate must demonstrate the ability to be a good communicator, empathetic, customer service focused, detailed oriented with good computer skills.

In 2021 Help Network will celebrate our 50th Anniversary that has grown into providing 24 hours a day 7 days a week Crisis Intervention/Suicide Prevention and Information Referral service that covers 5 counties in Northeast Ohio. Help Network also provides 15 other programs including Guardianship and Representative Payee services, Victims' of Crime Assistance, Education and Prevention surrounding mental illness and addiction, along with housing to name a few. Help Network is certified by The Ohio Department of Mental Health and Addiction Services, Accreditations with American Association of Suicidology (AAS), Association of Information and Referral Services (AIRS) and the Commission on Accreditation of Rehabilitation Facilities (CARF).

Responsibilities:

Responsible for Administrative Assistant support duties, assist the Director of PEER Support Services with all clerical duties as assigned such as answering phones, taking messages, sign in all Peer Center members, assist with special events, prepare data for Peer Center statistics, maintain strong working relationships with agency partners, schedule client one on ones with staff.

Qualifications:

High School Diploma or GED, minimum three years' experience with Administrative Assistant support. Good communication skills, positive outgoing attitude. Knowledge and compassion toward individuals living with mental illness/addiction disorders. Proficient in Microsoft Word and Microsoft Excel, good with multitasking.

The final applicant selected for this position will be required to submit to a drug test and criminal background check.

Visit www.helpnetworkneo.org to apply or

Please send a letter of interest and your resume to: Attention: Todd Marian, Chief Operating Officer

Help Network of Northeast Ohio

PO Box 46

Youngstown, Ohio 44503

Help Network of Northeast Ohio is an Equal Opportunity Employer