

Administrative Assistant

Policy & Procedures

Qualifications

Should hold at least a Bachelor's degree in a relevant human service, mental health discipline, have understanding of the Agency Vision and Mission, and be able to orient and work with Masters University Placement Students. The Administrative Assistant is accountable to the Program Manager and Board of Directors and the Agency Constituency and stakeholders. The Administrative Assistant should have theoretical understanding of EMDR Phase one and two and identify/refer clients with complex trauma to appropriate therapeutic resources when needed.

Job Description

The Administrative Assistant may work with children, adults, families and groups who may be receiving EMDR psychotherapy and those members in the community who receive social work and pre-vocational support services. May also interface with other agencies who provide services and represent the organization for consumer feedback purposes and public education about the program's services and overall objectives. The Administrative Assistant will work with the program Director to implement mezzo or macro social work Community Organization Models both within the agency and in the broader community on behalf of the Program Director and the Board of Directors. The Administrative Assistant may be called upon by the Program Director and the Board of Directors to perform community representation, and support the Program Manager in agency and interagency program planning and evaluation, monitor day to day programming integrity, safety management and the well being and accountability of the stakeholders.

The Administrative Assistant is responsible for ensuring that a line item budget is developed and in conjunction with the CFO and is monitored with the Program Manager ongoing for fiscal compliance. The Administrative Assistant will keep (google doc) minutes of all meetings and share with agency participants ongoing interactive feedback. As The Administrative Assistant is working in a Not-for Profit it is expected that work will often go "above and beyond the call of duty". A charitable attitude is very much encouraged. The Administrative Assistant is also encouraged to responsibly tend to their own "self care." The Administrative Assistant needs to have 21st-century technology skills and may be called on by the Program Director for support in all manner of Practice Management activities. They need to be comfortable working either online or face-to-face as needed.

The Green Will Conservancy Inc.

Pahoa, HI 96778

(808) 965-5349

thegreenwill@gmail.com

www.thegreenwill.org