



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: Administrative Assistant (Behavioral Health Department)

Open Date: February 2019

Closing Date: Until filled

Job Summary:

Under the direct supervision of the administrative supervisor and behavioral health division director, the administrative assistant will participate in the coordination of administrative and clerical work.

Job Responsibilities:

- Perform general office support:
- Handle office reception, routine telephone calls and correspondence duties
- Provide word-processing/typing, filing and photocopying
- Manage and maintain office equipment and supplies inventory and professional resource library
- Manage and maintain up-to-date staff and client schedules and records
- Collect and document fee and donation receipts
- Develop and maintain administrative policies, procedures and forms
- Internal office support
- Manage and maintain client database and statistics and other program service data to meet contract requirements. Prepare weekly and monthly program reports and invoices
- Screen incoming requests for services, providing information and referral and/or scheduling appointments for initial screening interviews as appropriate
- Process insurance payments
- Assist and support counselors in providing case management for clients
- Cooperate with supervisory and management personnel on all auditing related criteria, department policies and guidelines, and implement changes when needed to achieve department goals
- External office support
- Represent Counseling Program to funders and outside agencies
- Participate in community/agency liaison activities to assure community awareness of services and programs
- Assist in monthly outreach and educational event
- Assist the Program Director in other administrative and program areas as needed

Job Qualifications:

- Minimum educational requirement is high school diploma, but Bachelor's degree and previous experience in community services preferred.
- Bilingual, including ability to read and write, in English and Chinese (Cantonese and/or Mandarin) required.
- Good organizational skills and ability to work independently with a high degree of accuracy, attention to detail and conformity to procedure required.
- Good communication and interpersonal skills, including ability to coordinate and cooperate with others required.
- Excellent customer service skills.



華埠服務中心
Chinatown Service Center

Administrative Assistant

- Experience preparing written reports, correspondence and other documents required.
- Word processing and data entry experience on Macintosh, Microsoft Word and Excel.
- Must have valid California Driver's License, auto insurance and available transportation.

Please send your resume to:

cschr@cscla.org

Subject: Administrative Assistant

**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.**