



## **KARELink OA**

**STATUS:** Full-Time, Non-Exempt Employee

**IMMEDIATE SUPERVISOR:** KARELink Coordinator

**SUMMARY OF POSITION:**

Under the supervision and direction of the Coordinator, the Office Assistant will provide support to other staff members within the KARELink System, as well as assistance to clients when needed. Responsible to manage general office flow, filing, customer service, and other administrative duties.

**QUALIFICATIONS:**

Experience working with co-occurring clientele is preferred. Experience with general office work and basic computer operation is required. Willingness to assist staff and clients alike to ensure the effectiveness of the program.

**POSITION DESCRIPTION:** Under the direct supervision of the Coordinator, will be responsible for providing support within KARELink system to staff in the performance of their duties. The Office Assistant will often be the initial point of contact for clients referred to the program and, as such, needs to be comfortable representing the program and agency in a public capacity. Will assist in maintaining accurate and updated schedules of services, and assist clients in proper check-in procedures.

**DUTIES:** Major duties include the following:

- 1) Serves as initial point of contact for individuals seeking information or contact with other staff.
- 2) Assists other staff by performing general office work, such as: answering phones, making copies, filing documents, and maintaining a presentable work space.
- 3) Assists clients in scheduling appointments and checking in with their assigned mentors.
- 4) May participate in staff meetings; responsible for documenting and distributing the minutes of completed meetings to staff members.
- 7) Compiles lists of needed materials (office supplies, curriculum, etc.) and submits to the appropriate department for ordering.
- 8) Performs other duties as requested by the Coordinator and or Executive Director of Champions.

**BENEFITS:** Accrual of vacation and sick leave hours; holiday pay; group health insurance plans available.