

Peer Recovery Support Specialist Administrative Assistant

The Dr. Robert Hunter International Problem Gambling Center – Reno, NV

We are looking for a responsible Administrative Assistant who is a Certified Peer Recovery Support Specialist with some human behavioral services background (including neighborhood services, constituent services, behavioral health services or a counseling degree) to perform a variety of administrative and clerical tasks as well as a human interaction component. Duties of the Administrative Assistant include providing support to our counselors, being the first line of communication with our clients on the phone and in the office, answering phones, assisting in daily office needs, keeping updated medical files, billing and communicating with individuals in crisis. Administrative Assistant responsibilities include preparing billing reports and maintaining appropriate medical filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment. If you have previous experience as an Executive administrative assistant and familiarity within the counseling or human behavioral industry and you want to be a part of an environment that fosters positive energy and a desire to help those in need, we'd like to meet you. Ultimately, a successful PRSS Admin Assistant will ensure the efficient and smooth day-to-day operation of our office.

Responsibilities

- Answer and direct phone calls
- Organize and schedule appointments
- Have excellent human interaction skills, especially dealing with those in crisis
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Operate standard billing software
- Maintain contact lists
- Provide emphatic support to clients
- Act as the point of contact for internal and external clients
- Liaise with counselors to handle requests and queries

Skills

- Certified Peer Recovery Support Specialist ideally with experience as an administrative assistant
- Possible experience in the Behavioral Service, Neighborhood Service, Constituent Service departments within state, county or municipal governments OR possess a degree in counseling

- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- College degree; additional but not mandatory qualification as a Counselor

Job Type: Part-time

Salary: Hourly \$25 per/hour

Benefits: Paid time off

Schedule: 4 hour shift Monday - Thursday • 11am-3pm or 3pm to 7pm

Education: Associate (Preferred)

Experience: Constituent, crisis, behavioral or counseling: 1 year (Preferred)

License/Certification: Driver's License (Required), Certified Peer Recovery Support Specialist

Work Location: Reno, Nevada