



MERCER COUNTY BEHAVIORAL HEALTH COMMISSION

JOB TITLE: Administrative Assistant I
EMPLOYMENT STATUS: Full-time
FLSA STATUS: Non-Exempt

DEPARTMENT: Administration
HOURS OF WORK: 37.5 Hours/Week

OVERALL OBJECTIVE OF JOB

The incumbent of this position serves as the lead administrative/clerical support person, providing primary support to the Chief Executive Officer as well as to other senior level staff persons as needed/scheduled. This individual also supports the MCBHC Board of Directors at the direction of the CEO.

ESSENTIAL FUNCTIONS OF JOB

- Provides preparation for and organization of the governing board meetings, including but not limited to lunch preparation/arrangement, calendar-keeping, reminders, and confidential minutes.
- Provides supervision and oversight to assigned administrative support positions. This includes work assignments and delegation of tasks from other individuals. Coordination and communication to administrative support staff associated with all the varying departments is essential, as well as balancing work assignments and assuring accountability, and quality.
- Oversees and/or prepares contract documents for provider network annually, including but not limited to distributing budget packets, assuring contracts are organized and appropriately signed and witnessed and managing communications regarding questions from providers to the agency. Keeps an ongoing database of provider contract information, including but not limited to the timelines from initial distribution to final signed contracts and re-distributions.
- Approves time sheets. Coordinates utilization of benefit time with others supervising clerical/administrative support positions in such a way that adequate coverage for reception areas is always available.
- Oversees the coordination duties to the scheduling, setup, and confirmation to all D&A/DDAP trainings associated with the BHC and its system.
- Performs a variety of primarily complex administrative support work. This may include but not be limited to:
 - Proficient minute-taking and transcribing of minutes for administrative-related meetings
 - Checking employment references and scheduling interviews for CEO, as requested.
- Maintains responsibility for a comprehensive filing system that will assure the compilation of, as well as reference to, documents and correspondence related to agency business.
- Maintains, in the strictest confidence, all information privileged to through exposure as it pertains to the administration and delivery of services of the BHC.
- Provides phone coverage, including assisting central intake when staffing limits require it.
- Coordinates agency functions as needed (example, staff Christmas luncheon)

- All the above related responsibilities will be performed with the highest regard and consideration of the employee as it relates to:
 - Polished, professional presence;
 - Sound interpersonal skills with staff and others;
 - Punctuality and timeliness to meeting deadlines and administrative expectations;
 - Thoroughness and accuracy to tasks completed;
 - Continued creativity/initiative demonstrated.

OTHER DUTIES OF THE JOB

- Will encounter confidential information, is responsible for adhering to all agency confidentiality policies, and must maintain strict consumer confidentiality as defined by state and federal law.
- Attends meetings, training and staffing as required.
- Performs other job-related duties as required and/or assigned.

SUPERVISION RECEIVED

The incumbent of this position reports directly to the Chief Executive Officer and will receive ongoing individual supervision related to work duties and responsibilities.

SUPERVISION GIVEN

This position will provide supervision to assigned clerical staff through individual and/or group meetings on an ongoing basis or as needed.

WORKING CONDITIONS

- Work indoors in limited workspace with adequate lighting, temperature, and ventilation.
- Works with average indoor exposure to noise, stress, and disruptions.
- Normal indoor exposure to dust/dirt.
- Works in conditions of potential outbursts or disruptive behavior of clients.
- Travels periodically to consumers or other work sites as needed.

PHYSICAL AND MENTAL CONDITIONS

- Must possess ability to record, convey and present information, explain procedures, and follow instructions.
- Must be able to sit for lengthy periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching, and driving as necessary to carry out essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
- Must be able to lift and/or carry items such as, laptop in case, personal briefcase, work related supplies and miscellaneous objects with a maximum weight of thirty (30) pounds.

- Must apply safe lifting and carrying practices. If an item weighs more than maximum weight limit, employee must make more than one trip to carry all necessary items to their vehicle and/or to or from designated worksites.
- Occasional exerting and/or lifting of up to 50 pounds may be required for the maneuvering of equipment or supplies to and from designated worksites.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly to consumers' needs and/or requests as necessary as it applies to your position.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

Two or four-year degree in a business-related curriculum is preferred;

or

An equivalent combination of experience and training will be considered.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Must be able to speak and understand the English language in an understandable manner to carry out essential job duties.
- Must possess effective communication and interpersonal skills.
- Must possess initiative and problem-solving skills, including the ability to plan and critically think through resolution of issues with some independence.
- Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers, and others.
- Must possess ability to maintain confidentiality regarding agency-related business and consumer information and records.
- Must possess technical knowledge of operating personal computers and other office equipment.
- Must be familiar and proficient with Microsoft Word.
- Must be familiar with Microsoft Excel and PowerPoint and have the capacity to learn how to become proficient, if needed.
- Must possess a valid driver's license and a willingness to travel as needed.
- Must possess ability to plan and organize work and prepare adequate records and reports.

- Must possess ability to practice organizational and stress management skills and to practice use of good judgment.
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Interested candidates may submit an employment application from our website www.mercercountybhc.org, or you may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

Please send application to:

ATTN: Lynnett Beck, HR
Mercer County Behavioral Health Commission, Inc.
8406 Sharon-Mercer Road
Mercer, PA 16137

Email to: Lynnett.beck@mcbhc.org

Fax to: 724-893-1067

Affirmative Action/Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the Employer provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.