

Administrative Assistant Klahre House

Worksite Location: Hood River Location

Work Schedule: 40 hours per week (8:00 A.M. to 5:00 P.M. Monday - Friday)

Salary Range: \$19.24 - \$23.04 per hour

Reports to: Treatment Services Program Manager

Application Deadline: Open until filled.

Why work at The Next Door?

Because you share our vision of *a supportive community where all children and families are safe, healthy, and valued*. Every day, we work towards making this vision a reality, by having integrity, and by living our core values of being welcoming, just, empathetic, empowering, and flexible. If you like to work in an environment where you'll be learning right alongside our program participants—The Next Door is the place for you!

Who we are looking for?

We are looking for someone who is *reflective, respectful, intuitive, honest, and self-motivated*. We're looking for someone who is able to connect and build trust quickly with a variety of people. We're also looking for someone who is *detail-oriented, organized, knows how to prioritize tasks, and can work independently as well as part of a team*.

What you will do...

- Provide reception and administrative support for Treatment Services, working in person at the Klahre House Alternative School.
- Coordinate records and supplies acquisition, records keeping, and scheduling.
- Demonstrate good judgment, dependability, punctuality and conscientiousness.
- Observe confidentiality of clients and fellow team members.
- Other duties in support of Treatment Services outpatient counseling and treatment programs.

Additional Skills and Competencies you'll need...

- Present a professional manner
- Proficient with Microsoft Office Suite; aptitude to learn other software programs
- Excellent communication and interpersonal, analytical, and organizational skills
- Exercise keen time management skills, meet timelines, and due dates
- Ability to effectively juggle competing demands
- Experience handling sensitive, confidential information

Education, Experience, and Requirements you need...

- High School Diploma or equivalent
- 2 years of college and/or 3 years related experience
- Bilingual (Spanish) preferred
- Successful completion of a comprehensive background check

Benefits:

- Health benefits (medical, vision, dental)
- Generous PTO (Vacation, Sick, 11 Holidays + Floater Holiday)
- 401(k) - Fully Vested after 90 days and 5% company contribution after 2 years
- Dog Friendly
- Training Opportunities
- Jury Duty and Paid Bereavement Leave
- Employee Assistance Program

Interested?

To apply, submit cover letter + resume by...

- Email: recruitment@nextdoorinc.org
- Mail: The Next Door: 965 Tucker Rd, Hood River, OR 97031
- Fax: 541-386-5440.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Next Door is an Equal Opportunity Employer, one that appreciates differences and creates opportunities for staff to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do.