

PLEASE POST



AVAILABLE POSITION

DATE: AUGUST 29, 2022

APPROVED BY: EMILY PROVANCE, DIRECTOR OF HUMAN RESOURCES

**JOB TITLE: OFFICE ASSISTANT
REPORTS TO: OFFICE MANAGER
DEPARTMENT: ADMINISTRATIVE SUPPORT SERVICES**

**FSLA STATUS: NONEXEMPT
CLASSIFICATION: CLASSIFIED
LAST REVISION: AUGUST 2022**

Office Assistant

StarkMHAR is looking for an Office Assistant who will bring a customer service approach to welcoming individuals in-person or on the phone. This position is the first point of contact for guests/callers, and they act as the face of the organization. The successful candidate will maintain security by directing visitors and issuing visitor badges, as well as providing general clerical, operational, and administrative support. This individual is responsible for setting a professional tone and a welcoming feeling for the office. They must also establish and maintain good rapport with staff to ensure successful coordination of processes.

What we offer:

StarkMHAR offers the more traditional “government” benefits that are appealing to many, and is also committed to recruiting, engaging, and developing a diverse, high-quality staff. Some, but not all the many employee-friendly features of employment at StarkMHAR include: Health benefits beginning the 1st month after start date; enrollment in the Ohio Public Employee Retirement System (OPERS); vacation and sick leave accrual from employee’s first day; several personal and paid holidays observed annually; year-round staff development opportunities; and educational assistance. To promote work/life balance and offer staff greater flexibility, most StarkMHAR positions are eligible for remote work and/or alternate work schedules.

How we work:

- StarkMHAR collaborates and partners. We strive to be thought leaders and conveners of various community-based systems and professionals.
- StarkMHAR promotes equity and inclusion. We engage with diverse partners to reflect consumer voice and community needs with cultural and linguistic competence.
- StarkMHAR innovates. We fund and promote evidence-informed practices and pilot projects which foster new models of service delivery.
- StarkMHAR employees act with integrity. We are uncompromising in our ethical practices.
- StarkMHAR perseveres. We pursue our goals even when it is difficult.
- StarkMHAR believes in hope, wellness, and recovery for everyone.
- StarkMHAR is empowered by the State of Ohio to plan, develop, fund, manage and evaluate community-based mental health and addiction services. Federal, state, and local funds are utilized to ensure mental health and addiction prevention, and treatment and recovery support services are available to individuals and families in Stark County.

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The successful candidate will:

- Function as front desk receptionist, including, but not limited to, answering phones, greeting guests, receiving deliveries, preparing meeting rooms as needed, and maintaining sign in sheets for staff and visitors; Responsible for opening and closing of office;
- Be the first point of contact for StarkMHAR, maintaining a high-level customer service approach;
- Process incoming mail and packages including logging, copying, scanning, and distribution;
- Logs and distributes incoming faxes and sends return faxes to providers and other faxes as assigned;
- Postmark outgoing mail daily; assure mail is taken to USPS mail box; prepare month-end copier and postage usage report and other postage account and usage documents as necessary;
- Monitor and maintain supplies for all communal areas; ensure sufficient office and general supplies are in stock including, kitchen supplies, letterhead, and envelopes; places orders for supplies; Complete year-end materials and supplies report;
- Track Provider Dashboard reports and StarkMHAR outgoing reports; completes the Admin portion of quarterly Provider Dashboard.
- Provide administrative support as needed, including preparing and mailing meeting notices, agendas, meeting packets, reports, and other documents;
- Provide StarkMHAR staff with name badges, business cards, and orientation to office equipment;
- Maintain set-up and maintenance of central filing system based on departmental requirements; provide administrative support for staff filing needs;
- Assist with record retention and destruction schedules and coordination of destruction of records with oversight of Records Custodian Manager;
- Process incoming electronic invoices from designated email account;
- Update staff intercom lists, distributes documents to staff and posts in meeting rooms;
- Contact building maintenance for building issues such as parking, heating/cooling, and other areas as needed; maintains parking pass and parking voucher spreadsheet;
- Assist in promoting cultural & linguistic competence within the Stark County community;
- Must work congenially and cooperatively with co-workers and the public;
- Complete other duties as required.

Who we are seeking:

High School graduate (or GED) with training in typing; computer keyboarding; and other general office practice functions; Minimum one to two years' work experience in a clerical support position; work experience in general

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office management (telephones, filing, computer, copying, faxing); proficient in Microsoft Office (Outlook, Word, and Excel); front office customer service experience; knowledge of general office operations; knowledge of filing and records system maintenance; demonstrated language skills; demonstrated interpersonal skills. Ability to maintain confidentiality. Able to learn and promote cultural and linguistic competency within StarkMHAR and other organizations.

Commitment to Diversity

StarkMHAR is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This commitment is embodied in organizational policy and the way we behave at StarkMHAR and is an important principle of sound business management.

Physical Demands

Nature of work requires ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile, and prepare work documents, set-up and maintain work files. Should be capable of moving up to 40 lbs. Travel by automobile may be required occasionally

Working Conditions

Work performed in a general office environment. May require availability for additional hours during peak periods. May require work in a shared office environment. Requires periodic participation and attendance at organization sponsored events and meetings.

This description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Stark County Mental Health & Addiction Recovery. Since no description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, the changing nature of the job shall also be considered part of the jobholder's responsibility.

Conditions of Employment

The final applicant selected for this position, prior to appointment, will be required to submit to a drug test for illegal drug use. The test site shall be chosen and paid for by the Board. An applicant with a positive test result will not be offered employment. Applicant will also be subject to a criminal background check paid for by the Board.

Salary Range: StarkMHAR Grade 1 \$31,200-\$43,680 **Suggested Starting Range:** \$31,200-\$37,440

Hours: Monday – Friday 8 a.m. – 5 p.m. with a one-hour unpaid lunch. Alternative scheduling may be available.

Application Deadline: Until Filled

Apply online at www.StarkMHAR.org/about/jobs or <https://www.applicantpro.com/openings/starkmhar/jobs>

OR MAIL RESUME TO:

Attention: Human Resources Department

**Stark County Mental Health & Addiction Recovery
121 Cleveland Ave. SW
Canton, Ohio 44702**

EOE/Minorities/Females/Vet/Disabled