

MENDOCINO COUNTY YOUTH PROJECT

776 S. State Street, Suite 107, Ukiah, CA 95482

707-463-4915 (phone) 707-463-4917 (fax)

www.mcyp.org



Administrative Support Position (Part-Time)

LOCATION: Ukiah, California

REPORTS TO: Chief Financial Officer

JOB SUMMARY:

Under the direction of the Chief Financial Officer, performs various fiscal/administrative duties in support of the Mendocino County Youth Project's Behavioral Health program. Duties include: process & receiving incoming referrals, maintenance of client health records, provide general overall agency administrative support, fiscal administrative duties including but not limited to payroll support, accounts payable, accounts receivable, data entry etc.

MINIMUM QUALIFICATIONS REQUIRED:

Experience in administrative support and operations

Computer skills with knowledge and use of Microsoft EXCEL, ACCESS, WORD; ability to learn and utilize Electronic Health Records

Exceptional interpersonal communication skills

Ability to maintain MCYP's strict confidentiality requirements

Strong teamwork skills a must

Pass DOJ & FBI Fingerprint Clearance

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

An Associate's degree from an accredited college or university OR 5+ years of performing the above duties

Knowledge of Behavioral Health Services a plus

Bilingual/Biliterate English/Spanish a plus

SALARY: \$14.10 - \$16.49 per hour

Current Open Position is part time, approx. 20+ hours per week

BENEFITS:

Excellent health insurance plan for self and dependents with an option to purchase AFLAC and dental insurance (for employees 25+ hours per week)

CALPERS retirement (no social security), disability insurance, 10 paid holidays, 18 days paid vacation, 2 "floater" days, 12 days sick leave

TO APPLY: Please submit ALL of the following documents to the Human Resources Manager, at the address above or email to rsmellus@mcyp.org Application forms may be obtained at our office, by e-mail, or on our website mcyp.org

1. MCYP employment application
2. Cover letter indicating why you are applying for this position
3. Resume

MCYP IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants may obtain a copy of our EEO Policy on request.