

# 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 Assistant

**LOCATION:** Ukiah, California

**REPORTS TO:** Program Service Coordinator

### **JOB SUMMARY:**

Under the direction of the agency's Program Service Coordinator, performs a variety of administrative tasks in support of Mendocino County Youth Project's multiple service programs. Duties include but not limited to: referral processing, written and verbal communication with staff, clients and community partners, report generation, data entry, filing, client chart & electronic health records compliance and maintenance, agency forms and client documents upkeep; other duties as assigned.

### **MINIMUM QUALIFICATIONS REQUIRED:**

- Experience in high level administrative and operational supports
- Ability to work well with others in team setting utilizing effective collaboration and problem solving skills
- Advanced computer skills with experience, knowledge and applied use of Microsoft EXCEL, ACCESS, WORD, PDF, ADOBE, PUBLISHER, DocuSign
- Documentation and reporting skills including detailed recording keeping abilities
- Ability to maintain MCYP's strict confidentiality requirements and HIPAA guidelines
- Detail oriented with excellent organizational skills a must
- Exceptional interpersonal communication skills, both written and verbal
- Ability to work well with diverse population with varying cultures and backgrounds
- Self-driven motivation with task tracking and timely follow up a must
- Ability to represent the agency's mission and values as the first point of contact with community and requests for agency services
- Adherence to various deadlines and accountability of assigned duties
- Ability to work autonomously exhibiting effective time management and decision making abilities

### **PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:**

An Associate's degree from an accredited college or university OR 3+ years of performing advanced administrative, office, secretarial or clerical duties. Knowledge of health and human services programs preferred. Experience with DocuSign and other electronic documentation services a plus. Bilingual preferred.

**THE AGENCY:** The Mendocino County Youth Project's mission is to empower, guide, counsel and support children, youth, young adults and families from Mendocino County's many diverse communities to make healthy life choices, maximize potential, and become productive citizens.

The agency has been in existence since 1974, providing services throughout Mendocino County. Current services include individual, group, and family therapy, rehabilitation and case management services for children and youth with mental health diagnoses and/or victims of crime, substance abuse prevention and treatment, supervised visitation services, evidence-based prevention education and intervention services in the community and schools, 24/7 crisis intervention, emergency short term shelter for youth in crisis, transitional living for young adults, child abuse treatment, youth advocacy, information and referral services, prevention activities and peer helping programs.

**CONDITIONS OF EMPLOYMENT:** Successful candidate must submit a minimum of 3 references, provide documentation of education, certificates, trainings, participate in a personal background check (LiveScan fingerprinting through Department of Justice and FBI) and DMV record check. Candidate must possess a valid California driver's license, provide a DMV print out, proof of current automobile liability insurance (\$100,000/\$300,000) and be willing to do some local transportation (mileage cost reimbursed).

**APPLICATION DEADLINE:** Open until filled

**SALARY:** Starting at \$17.88 per hour  
Current Open Position is full time, 40 hours per week

**BENEFITS:**

- Health insurance plan for self and dependents (employee required premium).
- Optional dental plan
- Optional AFLAC insurance
- CALPERS retirement (no social security)
- 12 paid holidays
- Paid vacation
- 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](mailto:rsmellus@mcyp.org)

Application forms may be obtained at our office, by e-mail, or on our website [mcyp.org](http://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.