



## TAPESTRY FAMILY SERVICES JOB DESCRIPTION

### POSITION:

#### **ADMINISTRATIVE ASSISTANT – Receptionist/Intake Coordinator**

### GENERAL DESCRIPTION:

Under the direction & supervision of the agency's Facilities/Admin Supervisor, the Administrative Assistant – Reception/Intake Coordinator is responsible for a variety of clerical and support tasks related to Tapestry Family Services' operations, programs, and services. The Receptionist is the first point-of-contact for clients, service providers and the public who call or visit the Tapestry Family Services offices. The Receptionist greets the public, answers the phones, provides information, and refers people to Tapestry staff as appropriate. They provide data entry into a variety of formats and databases and are responsible for maintaining cleanliness and order for all common areas, as well as backup transportation for client appointments as needed. The Intake Coordinator duties include referral processing, scheduling clinicians' appointments, written and verbal communication with staff, clients and community partners, report generation, data entry, filing, client chart and electronic health records.

### MINIMUM QUALIFICATIONS:

- An individual who has at least two (2) years of FTE experience in mental health related field providing direct mental health services.
- Must possess a valid driver's license for at least 2 years.
- Experience, knowledge and applied use of Microsoft EXCEL, ACCESS, WORD, DocuSign
- Documentation and reporting skills including detailed recording keeping abilities
- Ability to maintain TFS' strict confidentiality requirements and HIPAA guidelines
- Exceptional interpersonal communication skills, both written and verbal
- Ability to work well with diverse population with varying cultures and backgrounds
- Knowledge of the functions, principles and operations of public social service programs preferred.
- Be sensitive to the local service population with regards to culture, religion, race, gender, socioeconomic standing, etc.

### BENEFITS:

- 11 Paid holidays
- Birthday holiday
- 401k retirement
- Health, vision and dental insurance offered
- 12 Paid vacation days per year
- 12 Paid sick days per year

### CONDITIONS OF EMPLOYMENT:

Clear background check with DOJ, CACI, FBI, Driver's License, Current Auto Insurance, Clean DMV Printout, required trainings post start date.

**Medical conditions of employment:** Obtain TB Test and Physical at time of offer.

### TO APPLY:

Email Resume to [humanresources@tapestryfs.org](mailto:humanresources@tapestryfs.org)

Admin Assistant – Reception/Intake Coord. Hourly Range: \$21.97 – 26.70 DOE