



## **TAPESTRY FAMILY SERVICES JOB DESCRIPTION**

<b>POSITION:</b>	<b>Admin Specialist II</b>
<b>GENERAL DESCRIPTION:</b>	<p>Under the direction of Tapestry Family Services (TFS) Operations Manager, the Admin Specialist II will perform a variety of administrative tasks in support of TFS services. Duties include but are not limited to: referral processing, scheduling clinician appointments, reminder calls, report generation, data entry, filing, client chart &amp; electronic health records maintenance and upkeep, scanning and uploading client documents, running Medi-Cal eligibility, assist with grant tracking, assist with maintaining operational records, policies and procedures, driving to other Tapestry office locations such as Fort Bragg or Ukiah for as-needed back-up reception coverage, written and verbal communication with staff, and other duties as assigned.</p>
<b>MINIMUM QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• Minimum of 3 years of administrative experience</li><li>• A bachelor's degree from an accredited college or university <b>OR</b> 2+ years performing advanced administrative, office, secretarial or clerical duties</li><li>• Valid Driver's License for at least 2 years</li><li>• Strong proficiency in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint)</li><li>• Experience with data analysis, including Excel formulas, pivot tables, and reporting tools</li><li>• Knowledge of database management and grant tracking software is a plus</li><li>• Highly organized with excellent time management skills</li><li>• Strong communication skills</li><li>• Detail oriented</li></ul>
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• 11 Paid holidays</li><li>• Birthday holiday</li><li>• 401k retirement</li><li>• Health, vision and dental insurance offered</li><li>• 12 Paid vacation days per year</li><li>• 12 Paid sick days per year</li></ul>
<b>CONDITIONS OF EMPLOYMENT:</b>	<p>Clear background check with DOJ, FBI, CACI, Driver's License, Current Auto Insurance, Clean DMV Printout, required trainings post start date.</p> <p><b>Medical conditions of employment:</b> Obtain TB Test and Physical at time of offer.</p>
<b>TO APPLY:</b>	<p>Email Resume to <a href="mailto:humanresources@tapestryfs.org">humanresources@tapestryfs.org</a> Admin Specialist II Hourly Range: \$21.97 – \$26.70 DOE</p>