

## Los Angeles Centers for Alcohol and Drug Abuse (L.A. CADA)

### **Job Announcement: Program Assistant**

#### **Location: Santa Fe Springs | Department: Safe Haven**

**Position Summary:** Under the supervision of the Program Director/Administrator, the Program Assistant will be responsible for the day to day administrative support to the program.

#### **Essential Job Functions:**

- Responsible for monitoring incoming calls, faxes, emails and correspondence for the program.
- Will support the department by following the agency's administrative procedures, front desk procedures, customer service, ordering supplies, intern communications, etc.
- Responsible for supporting the client files system and the required documentation of the same. Intake to admissions, and admissions to successful completion.
- Assist as requested in preparing monthly reports for management.
- Responsible for the calendar and scheduling needs of the program.
- Ensure procedural compliance with intakes, screening assessments and orientations.
- Work collaboratively with the other sites to ensure participant services are provided in accordance with agency guidelines and expectations.
- Support staff development and in-service trainings are attended and documented in accordance with agency guidelines and expectations.
- Work collaboratively with the program to ensure contract utilization and compliance.
- Work collaboratively with others to ensure that all services are provided in compliance with HIPPA, CFR 42, contract standards and agency policy procedure.
- Ensure timely submittal of all billing to responsible persons in the agency and or/third parties.
- Responsible for supporting a safe and clean office environment.
- Participate in ongoing professional development, as needed.
- Other duties as assigned

#### **Qualifications:**

- Must be at least 18 years of age.
- Minimum of three (3) years' experience working in a licensed behavioral treatment center or human services agency.
- Minimum one (1) year experience working in a program servicing persons with mental disabilities.
- Ability to maintain healthy and appropriate boundaries with employees, interns, volunteers, and participants.
- Ability to exercise good judgment and discretion
- Ability to treat employees and clients with respect, and encourage an environment that promotes teamwork.
- Excellent speaking, writing and presentation skills.
- Strong computer skills to encompass all Microsoft Office applications.
- Valid California Driver's License and Identification required.
- Valid California Driver's License and proof of personal auto insurance is required. Hire is contingent upon agency insurability. (if position requires driving)
- Must be able to pass a criminal history background screening (Live-scan), as well as maintain current First Aid & CPR Certification, physical health screening exam, and negative Tuberculosis and drug screening test results as per regulations.
- Bilingual English/Spanish preferred

#### **Education:**

- Degree in Social Work or related field preferred but not required. (experience in the related field can substitute for education.
- Minimum High School Diploma or GED.
- Certificate from a Drug and Alcohol course preferred but not required in registration and education requirements has already been obtained.
- State Certification in Substance Abuse Counseling from a State certifying body.

#### **Working Conditions:**

- Work is primarily performed in an office.
- Some outdoor activities may be required.
- The ability to work in an inner city environment.

#### **Physical Demands:**

- Occasional lifting not more than 20 pounds.
- Sitting, standing, walking, reaching are performed in the normal course of a shift.

**To apply, please email your resume to Jeanette Morales at [jmorales@lacada.com](mailto:jmorales@lacada.com)**