



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Admin. Support 2

Job Information

Job Type: Full-Time

Pay: \$29,000 per year

Program: Project Change Clubhouse

Location: Muscogee County

Posting Date: 7/26/2024

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
2100 Comer Ave.
Columbus, Georgia 31904

Fax: (706) 596-5589

Email:
jobs@nhbh.org

Website: www.nhbh.org

Job Description

Under general supervision, uses independent judgment and initiative to perform administrative and advanced clerical duties in support of the program. Must be resourceful, organized, efficient, and reliable. Will assist with managing the office and handle duties for front desk. Must be able to multi-task, provide daily administrative support, monitor program data and input into GSU portal. Must complete monthly reports, and ensure deadlines are met. Must complete financials and update charts.

Population served: Male and female individuals, ages 13 to 17.

Days: 8am to 5pm, Monday through Friday. Some evenings may be required once a month.

Minimum Qualifications:

High school diploma or GED. Must have at least two (2) years of administrative/clerical experience in an office setting. Proficient in Microsoft Office (Word, Excel, PowerPoint). Excellent customer service is a must!

Preferred Qualifications:

N/A

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons Behavioral Health does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.