



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Admin. Support 2

## Job Information

**Job Type:** Full-Time

**Pay:** \$29,960 per year

**Program:** Adult Outpatient Services

**Location:** Muscogee County

**Posting Date:** 4/11/2024

**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](mailto:jobs@nhbh.org)

**Website:** [www.nhbh.org](http://www.nhbh.org)

## Job Description

Under general supervision, uses independent judgment and initiative to perform administrative and advanced clerical duties in support of the clinic. The candidate will complete registration/consents, complete monthly audits, as well as greet clients. The candidate will also interpret, explain, and apply pertinent laws, rules, regulations, policies, procedures, standards and guidelines. May serve as a primary contact and information source for the organization.

### Minimum Qualifications:

High school diploma or GED. Must be proficient in Microsoft Word and Excel. Must possess excellent customer services skills, in addition to excellent organizational skills, excellent time management skills, and excellent communication skills.

### Preferred Qualifications:

Office/Front Desk experience

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 Community Service Board 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.**