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voiceandvisioninc.org



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WE ARE HIRING!

ADMINISTRATIVE ASSISTANT

We are seeking a motivated and highly personable individual who will provide administrative support for the Program Director and the Field Staff Specialists (FSS) of the **Delaware County Member & Family Satisfaction Team (M/FST)** in the Broomall Office. The position also includes work as a FSS, which involves interviewing people in Delaware County regarding their experience with behavioral health services. We conduct interviews face to face, in the community, and with phone calls. (Currently, all interviews are by phone.)

QUALIFICATIONS INCLUDE:

- Minimum High School Diploma
- Previous secretarial or administration support position
- Demonstrated professional demeanor, with excellent interpersonal and communication skills
- Strong skills in organization, time management, and attention to detail while balancing multiple tasks
- Intermediate to advanced skills in Microsoft Office, particularly Excel
- Background in data entry and creating reports - preferred
- Personal experience with behavioral health services (mental health and/or drug and alcohol) in Delaware County for self or a family member
- Knowledgeable of behavioral health services and supports as well as recovery, resiliency, and person/family-centered principles
- Comfortable speaking on the phone with numerous people each day regarding their experience with the overall quality of Outpatient services.

Position is part-time (approximately 20 hours per week). Visit <https://voiceandvisioninc.org/watchdog-services/> to learn more.

For more information or to request an application,
please contact Sheri at 1-800-734-5665 or sheri@voiceandvisioninc.org
1243 Easton Road, Suite 201 Warrington, PA 18976

The company is an Equal Opportunity Employer. M/F/D/V encouraged to apply.

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