



## **Administrative Assistant**

**Do you have a passion for** working with individuals of diverse racial, ethnic, and cultural backgrounds to provide comprehensive support? **Would you like to be a valuable member of a diversity driven, mission-minded team that impacts our community?** If so, we have an exciting opportunity for you to work as a full time (40hrs/wk) **Administrative Assistant!**

### **What You Will Be Doing**

Working as an **Administrative Assistant** you will be responsible for providing efficient administrative and clerical support to the Intellectual/Development Disabilities for Adults department. You'll develop and maintain tracking mechanisms including database administration and file administration for recordkeeping and information retrieval as directed. You will maintain the confidentiality of consumer and other information. You'll provide reception/secretarial support as directed, which includes managing the telephone, sorting and distributing mail and faxes, and filing. You will also provide clerical support for assigned meetings including preparing and disseminating agendas, recording minutes, maintaining historical records and facility preparation. This position will be knowledgeable about and actively support 1) culturally competent, recovery based practices, 2) person centered planning as a shared decision making process with the individual, who defines his or her own life goals and is assisted in developing a unique path toward those goals and 3) a trauma informed culture to aid consumers in their recovery process.

### **What We Require**

You'll have High School Diploma or GED and a minimum of three years comprehensive office experience. One year working as an Administrative Assistant in the health care field is preferred. Advanced Microsoft Office skills are required, including Outlook, Word, Excel, and PowerPoint. Must have excellent communication, interpersonal and human relation skills. Candidate will be self-motivated and possess excellent time management skills, the ability to prioritize work, attention to detail and problem-solving skills. Lived experiences with behavioral health issues are desired.

### **Who We Are**

Integrated Services of Kalamazoo (ISK) has been delivering quality services and programs to improve the lives of those we serve for over 30 years. ISK works with youth, families, and adults with mental illnesses, intellectual and developmental disabilities, and substance use disorders to help them succeed. We provide welcoming and diverse community partnerships which collaborate and share resources to support individuals and families to be successful and achieve their goals in a trauma-informed environment.

### **Why Work For ISK?**

Because we make a difference in the lives of the individuals we serve in the Kalamazoo community every day. You will have the opportunity to work with amazing co-workers in an environment that values diversity, inclusion, work/life balance and encourages ongoing education for professional development.

We also offer a competitive compensation and benefits package, with some of the best retirement plans in southwest Michigan. You will also enjoy 10 paid holidays, 23 days of PTO and the opportunity to earn additional PTO hours for participating in our wellness program!

### **Come Join Us!**

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. ISK is an equal opportunity employer that encourages diversity and inclusion among its workforce. ISK fomenta la diversidad y la inclusión.

**We look forward to meeting you!** Please apply online at [www.iskzoo.org/careers](http://www.iskzoo.org/careers)

**Physical Requirements/Working Conditions:**

**Physical Efforts** – Job demands include prolonged sitting and standing as appropriate. May occasionally require light lifting up to 25 pounds, stooping, kneeling, crouching, or bending as appropriate. Requires coordination of hands and/or eye/hand/foot.

**Working Conditions** – Office environment with noise from computers, copy machine, and telephones. Use of computer screen for periods in excess of 30 minutes at a time. Possible eyestrain from extended periods of viewing computer screen. May be exposed to bloodborne pathogens, infectious diseases, and parasites. Travel throughout the Kalamazoo area is required.