

Bilingual Receptionist/Administrative Assistant

Health Brigade is seeking a full-time bilingual Administrative Assistant. This position is responsible for working with the Mental Health & Wellness (MHW) and Health Outreach Department (HOD) clients, staff, and volunteers. This position is responsible for being the first point of contact for MHW/HOD clients and for providing administrative support to staff and volunteers. The ideal candidate is dependable, punctual, courteous, empathetic, detailed, and has excellent communication skills.

Education and experience:

Spanish speaker proficiency is required. Prefer at least 2 years of experience in relevant clerical work involving contact with the public.

Skills and Abilities

- Dependable, highly organized, and capable of managing multiple deadlines.
- Courteous, empathetic, and understanding of the diverse populations that we serve.
- Ability to interact with staff, volunteers, and clients in a gracious and receptive manner.
- Eagerness to represent Health Brigade with professionalism by way of communication and appearance.
- Strong written, verbal, and electronic communication skills.
- Ability to maintain confidentiality.
- Capable of handling stressful situations professionally.
- Good judgment for sound decision-making, problem-solving, and seeking consultation.
- Basic office skills include telephone, fax, email, Microsoft Office Products, Electronic Health Record (EHR) software, and telehealth programs.
- High level of accuracy for data entry/management.
- Collaborative work style and appreciation of differing viewpoints.
- Passion for the mission and values of Health Brigade.

Employees must be able to work collaboratively with a variety of staff within the organization. Health Brigade expects individuals to have a strong work ethic and commitment to our mission and values. Must be able to work in a team environment as well as independently. The successful candidate must possess skills that support and enable sound decision-making.

Compensation

Compensation starts at \$16.00/hour plus benefits, generous PTO, and holiday schedule.

To Apply:

Email resume and a list of three professional references to Polly Foster at pfoster@healthbrigade.org. Please complete the application at <https://form.jotform.com/213435402608146>

Health Brigade is an Equal Opportunity Employer.

Any resume sent without the accompanying references and application will not be considered. No phone calls please.