



# FIRST STEP FAMILY SUPPORT CENTER

323 EAST 6<sup>TH</sup> STREET • PO Box 249, PORT ANGELES, WA 98362 • (360) 457-8355

<b>Job Title:</b> Administrative Assistant
<b>Work Location:</b> Port Angeles, WA
<b>Reports to:</b> Office Manager
<b>Position Type:</b> 30 to 40 hours/week
<b>Hours of Operation:</b> Mon – Fri, 8:00 am – 5:00 pm
<b>Salary:</b> \$17.00 to \$18.00 per hour dependent upon experience, Medical Reimbursement up to \$2,400 per year. Paid Sick & Vacation

## **Position Summary**

First Step Family Support Center has an opening for an administrative team member to assist in the general operation of our office, facilities, and grounds. Hands-on problem solving, flexibility, and strong office skills are required to be successful in this position. Frequent movement up and down stairs and between buildings. Medical billing experience a plus.

## **Duties Include:**

- Administrative Support
  - Assist the Executive Team as requested
  - Assist with special projects
  
- General office duties including:
  - Answer phones and door
  - Maintain office supplies
  - Accept and move donations between several buildings
  - Errands as requested
  
- Agency Data Management
  - Program data bases
    - Data collection/entry/report generation
    - Includes specific program reports, annual master database, monthly program totals
  - Document Retention
    - Physical and electronic files
    - File and manage file life cycle as requested
  
- Medical Billing
  - Process Billing/Rebilling/payments (deposits) for services provided
  - Filing/archive file client charts/folders
  - Create and maintain files

- Facilities
  - Support security processes
    - Key management
    - Daily afternoon walk through
  - Perform facilities maintenance and improvement processes
    - Support janitor and landscaper
    - Assist in coordinating maintenance
    - Receive and report maintenance requests

Requirements:

- **Must** have excellent Excel and Word skills
- Must have experience working in an office atmosphere
- Must be able to move objects of 20 pounds up and down stairs
- Must have valid driver's license, sign non-disclosure, pass background check
- A team player with a can-do, positive attitude. We all pitch in to get the job done!

Send resume to [employment\\_fstep@olympen.com](mailto:employment_fstep@olympen.com)

*First Step's mission is promoting the healthy development of children and families on the North Olympic Peninsula by building family strengths!*

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