

## **Job Posting**

### **Front Office Assistant**

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Cascade Connections is seeking compassionate and dedicated employees to join our team immediately! We strive to employ individuals who desire to make a difference in others' lives by enhancing every aspect of the lives of adults with disabilities. Support includes daily life skills, community integration through outside activities, and assisting in medical care.

**Position:** Front Office Assistant

**Reports to:** Training Director

**FLSA Status:** Non-exempt, hourly, full time

**Benefits:** Level I - offering paid leave time, medical, dental, vision, & 401K benefits.

**Wage:** \$12.25 - \$12.75 per hour DOQ

#### **Job Summary:**

To initiate and perform the administrative, clerical and secretarial functions associated with the daily operations of an office.

#### **Qualifications:**

Ability to work well with all people, disabled and non-disabled and maintain a professional demeanor at all times. Act as a team player. Must have excellent communication skills, writing/grammar skills, computer skills, etc. Must be fluent in Word, Excel, Outlook, and the internet. Must be willing to learn additional computer programs such as Sentric, Therap, Humanity, or Constant Contact. Must be capable of multi-tasking and following multiple step instructions in a busy environment.

#### **Additional Requirements:**

Must successfully pass a Background Check.

#### **Job Duties:**

1. Answer multi-line phone system.
2. Take messages and relay to appropriate persons in a timely fashion. (Manage agency voicemail)
3. Manage correspondence when directed by management/training staff. Draft letters and memos.
4. Greet clients and visitors in a professional and friendly manner.

5. Will be responsible for utilizing all agency office equipment, i.e. phone system, fax, copier, printers, etc.
6. Must be willing to learn about the agencies contracting entities such as DSHS, DDD, DVR, etc.
7. Will be responsible for general clerical duties such as typing and filing.
8. Distribute mail to appropriate persons/offices.
9. Familiarize self with agency clientele.
10. Assist with ordering supplies and distribution.
11. Assist Training Department with managing CE logs, Certification uploads, filing student certifications, and other duties.
12. Keeping the common areas and bathrooms picked up and presentable.
13. Other duties as assigned by Training Director.

**Cascade Connections is an Equal Opportunity Employer and stands committed to Affirmative Action.**

To apply: Please fill out an employment application located at <http://cascadeconnections.org/about-us/employment/>