



TAPESTRY FAMILY SERVICES JOB DESCRIPTION

POSITION:	Admin Specialist I, II – Fort Bragg
GENERAL DESCRIPTION:	Under the direction of Operations Manager, the Administrative Specialist I, II provides comprehensive administrative support to Tapestry Family Services. This role is responsible for a wide range of tasks, including but not limited to transporting clients to and/or from mental health services, office reception duties, office cleaning, managing referrals, scheduling clinical appointments, maintaining communication with staff, clients, and community partners, generating reports, data entry, organizing and maintaining client chart and electronic health records, and performing various other administrative duties as assigned.
MINIMUM QUALIFICATIONS:	<u>Administrative Specialist I:</u> An individual who has 0-2 years of administrative experience, or <u>Administrative Specialist II:</u> An individual who has 3-5 years of administrative experience • Experience transporting passengers in a motor vehicle safely and punctually • Valid Driver's License for at least 2 years • Experience performing advanced administrative and operational supports • Advanced computer skills with experience, knowledge and applied use of Microsoft programs such as Outlook, Teams, Excell, Word, PDF, Publisher, JotForm, etc. • Ability to maintain strict confidentiality requirements and HIPAA guidelines • Sensitivity to service population in regard to culture, religion, race, gender, socioeconomic standing, etc. • Ability to work autonomously exhibiting effective time management and decision-making abilities • Strong communication skills • Detail oriented
BENEFITS:	• 11 Paid holidays • Birthday holiday • 401k retirement • Health, vision and dental insurance offered • 12 Paid vacation days per year • 12 Paid sick days per year
CONDITIONS OF EMPLOYMENT:	Clear background check with DOJ, FBI, CACI, Driver's License, Current Auto Insurance, Clean DMV Printout, required trainings post start date. Medical conditions of employment: Obtain TB Test and Physical at time of offer.
TO APPLY:	Email Resume to humanresources@tapestryfs.org Admin Specialist I Hourly Range: \$19.31 to \$23.47 Admin Specialist II Hourly Range: \$22.35 to \$24.64