



DEPARTMENT Parker House Aftercare Program
JOB TITLE Administrative Assistant
REPORTS TO Program Director

JOB SUMMARY

Assist the Parker House Aftercare staff with various administrative tasks. Interact with residents and community members in a professional manner; serve as a role model and spiritual mentor. Assist with Mission food box program.

PRIMARY RESPONSIBILITIES

- Assist staff with maintaining safety of the Parker House
- Maintain effective communication with Parker House staff; work collaboratively together.
- Assist staff in the front office by answering phones, making copies, filling out paperwork -- such as intake forms, greet the public.
- Gain knowledge about client interviewing process and assist when needed.
- Assist staff with the community food box program.
- Mentor residents in Parker House Phase 4 program – encouraging them in their recovery.
- When applicable attend morning devotions and assist with bi-weekly Chapel Services.

MINIMUM JOB QUALIFICATION

- Working towards a degree in Human Services or related field preferred.
- Have a heart for serving the homeless, addicted and poor.
- Confidentiality is of the utmost importance.
- Ability to work independently and as part of a team.
- Display professional behavior, attitude and appearance.
- Ability to set appropriate boundaries
- Promote, model and teach acceptable behaviors
- Enthusiastic support of our Mission statement and Core Values