



- Date:** 04.01.2021
- Title:** Program Assistant  
15 hours/week
- Program:** Children and Family Services
- Responsibilities:** Provide confidential administrative and secretarial support. Duties include but are not limited to: assist in maintaining a complete schedule of program contracts and other databases; contact clients to gather initial information as needed; compile, prepare and complete weekly, monthly and annual reports as assigned; gather information from program staff to maintain an accurate department census; assist with compiling and maintaining data from internal audits of Electronic Health Records and with compiling and sending billing; manage office supplies; answer phones and attend and complete all MHA or state sponsored In-Service Training Programs related to position, program or agency goals.
- Requirements:** High School degree or equivalent plus 3 year's nonprofit, medical or mental health secretarial experience. Excellent verbal/written communication skills; ability to work independently, prioritize and meet deadlines; and computer experience required. Bilingual skills (Spanish/English) preferred. Must have valid driver's license and willingness to use own car for business purposes. Experience working with a diverse population.

If interested in position please mail or fax resume no later than 04.15.2021 to:

Mental Health Association of Rockland County, Inc  
Human Resources  
140 Route 303, Suite B  
Valley Cottage, NY 10989

Fax #: 845-268-3461  
E-Mail: [careers@mharockland.org](mailto:careers@mharockland.org)  
Website: mharockland.org

EOE

*Due to the high number of applicants, only successful candidates will be notified.*