



CLINIC ADMINISTRATIVE ASSISTANT JOB ANNOUNCEMENT

TITLE	Clinic Administrative Assistant – Thrive Together OC
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Operations Manager
LOCATION	Remote, with occasional in-person components 4000 W. Metropolitan Dr. Orange, CA 92868

Who is Charitable Ventures and who is Thrive Together OC?

Charitable Ventures was created to make sure nonprofits are resilient, effective, and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially, and economically just, our employees guide and design strategies to effectively address those needs.

In partnership with families, clients, and other community stakeholders, the Thrive Together OC will establish a state-of-the-art, inclusive, county-wide center that offers screening, outreach, consultation and training, and assessment towards the prevention of, and care for, concerns related to early psychosis spectrum disorders for youth and young adults of Orange County (OC).

Do you have a passion for impacting your community by providing life-changing support to youth and young adults with early psychosis spectrum disorders?

If so, your passions align with the Charitable Ventures/TTOC mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Provide administrative support for all aspects of TTOC?
- Assist with client and provider communication and scheduling?
- Work with an innovative leadership team to generate change in your community?
- Positively impact the lives of the people you support?
- Support the critical work of the social sector?

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.



Job Summary

The primary role of the Clinic Administrative Assistant will be to provide administrative support to the project. This is a dynamic and multifaceted position which may include assisting with a variety of administrative tasks, including tracking and inputting clinical referrals, scheduling, client communications, EHR and non- EHR tasks, and other duties as needed by the project.

What are the desired qualifications?

Experience:

- Required – Two years' experience in the mental health or human services field
- Preferred – Experience working with people with mental health concerns

Skills:

- Preferred – Conversational fluency in Spanish or Vietnamese

What the Clinic Administrative Assistant does

- Provide general administrative support for all aspects of the project.
- Assist with purchasing of office materials.
- Assist with scheduling of meetings.
- Take minutes and notes at meetings, including staff meeting.
- Arrange Meeting logistics (Virtually and in-person)
- Update Staff Schedules & Phone list
- Submit zoom and telephone requests
- Upload EHR documents
- Track New Referrals
- Screen and Schedule potential clients and families
- Communicate with providers in scheduling feedback sessions and consultation.
- Provide information about clinic and answer basic questions.
- Follow up on training evaluations and CEU deliverables.
- Generate program specific reports as requested.
- Complete monthly referral reports
- Additional clinic related duties



Compensation

Commensurate with experience, education, and market the range for this position is \$18.46-\$19.85 per hour.

Benefits

- Health insurance (medical, dental, vision); paid time off; company-wide holidays
- 401(k) voluntary employee contribution
- Work qualifies for Federal Student Loan Forgiveness (full-time)
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Applications: Please send your cover letter and resume to hr@charitableventuresoc.org

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.