



# Restoration Counseling & Community Services, LLC

## Executive Assistant

**FLSA Classification:** Hourly, Non-exempt

**Position Type:** This is a full-time day position with occasional evening and weekend hours.

**Reports to:** COO

**Travel:** Any travel that is required will be completed in the metro area. When transporting clients, it will only be done with a RCCS company vehicle. The employee is expected to be able to be flexible enough to work at the different company properties-even during the same shift.

**Manages Others:** This position has no supervisory responsibilities.

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### **POSITION PURPOSE:**

The roles of RCCS are to restore clients to sober and active members of the community, and to provide prevention services to community members who are at risk of falling to substance abuse and criminal lifestyle. This position is responsible for performing Executive Assistant duties in the treatment facility. The Executive Assistant provides high-level administrative support to company executives by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for executives.

### **REQUIRED QUALIFICATIONS:**

- Associates Degree
- 2-3 years of administrative experience.
- Must comply with rules adopted under Minnesota Statutes, chapter 148F, including knowledge of client rights, according to section 148F.165, and staff member responsibilities.
- Strong interpersonal skills with the ability to interact with clients, parole officers, ISR agents, police, social workers, and team members.
- Must be 21 years of age or older.
- Must be proficient in MS Office and Internet applications.
- The employee must have one year of freedom from chemical use problems.
- Must pass Minnesota Department of Human Services Background Study.
- Strong written and verbal communication skills

**PREFERRED QUALIFICATIONS:**

- Previous experience at a treatment facility
- Previous experience working with clients who have criminal tendencies.
- Current certification in CPR and First Aid.
- Knowledge of client rights and staff responsibilities.
- Knowledge of Maltreatment of Minors and Vulnerable Adult Acts.
- Knowledge of RCCS Behavioral Emergency Policy and Protective Procedures.
- Must have a valid driver's license when position/work related travel is required.
- Able to work independently
- Comfortable with ambiguity and fast-paced environment
- Excellent communication skills
- Strong code of ethics
- Solution orientated
- Flexible
- Diversity and inclusion focused
- Strong attention to detail
- Able to type 30 words per minute

**JOB RESPONSIBILITIES:**

- Type reports, memos, letters and other documents using word relevant computer software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Record, type and distribute meeting minutes.
- Processing 1800 Run paperwork.
- Scheduling LIVIO meetings.
- Greet visitors and determine whether they should be given access to specific individuals.
- Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
- Perform general office duties such as ordering supplies and maintaining records management database systems.
- File and retrieve corporate documents, records and reports.
- Open, sort and distribute incoming correspondence, including faxes, email, and mail.
- Make travel arrangements for executives.
- Perform basic CPR and First Aid procedures.
- Complete routine duties to maintain the environment such as, light custodial duties, etc.
- Participate in annual staff training as required by 245G.
- Follow the policies and procedures of RCCS as they are listed in the policies and procedures manual.
- Comfortable working with people from various cultures and backgrounds
- Stock and maintain copy machine and fax machine on a regular basis
- Additional duties as assigned.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the Executive Assistant. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of an Executive Assistant, the employee is frequently required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands to finger,

handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this position include close vision, distance vision, and ability to adjust and focus. An employee in this position may need to lift at least 10 pounds, exert him/herself while performing physical restraints and blocks.

**ACKNOWLEDGEMENT:**

This position description is not meant to be all-inclusive. It defines the critical job responsibilities and requirements only, which are subject to change at any time due to reasonable accommodations or for other reasons.

I, the undersigned, have read the contents of the position description and understand that I am accountable for all the duties and responsibilities outlined herein.

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_