

**Virtual Assistant
Remote- Part Time**

Family & Children's Counseling Services, Inc. is a non-profit family services organization that provides behavior coaching, counseling, therapy, training, and Court- ordered services to children, teens, adults, families and school staff.

We are looking for a motivated, organized and detail-oriented person to join our amazing team. The VA will help with administrative tasks related to daily operations. This position will start sometime in early 2023.

Must be able to pass background clearances according to law.

Under the direct supervision of the Executive Director, the Virtual Assistant's responsibilities are as follows:

RESPONSIBILITIES:

- Maintain the confidential nature of client services and files / HIPAA compliance
- Develop a strong understanding of the organization's services and systems
- Learn and implement company Mission, Vision, Philosophy and Values
- Learn and implement Policies and Procedures to ensure delivery of high-quality services
- Assist with the growth, development, and daily operations of the organization
- Act as a support to our Client Services Manager (addressing potential client questions, client onboarding, and billing procedures)
- Act as a support to our HR Assistant (recruitment, selection process, onboarding, training, and evaluation of current and potential employees)
- Assist with the daily operations of our online school (address potential, current, and former student questions and address issues as they arise)
- Develop, evaluate, and update (when necessary) online courses and marketing materials
- Collaborate with management team to forecast future course creation
- Attend, facilitate, and/or co-facilitate staff meetings and trainings, as scheduled
- Collect data and present reports to Executive Director and/or management team

WORKING CONDITIONS:

- This position may be physically, mentally, and emotionally challenging due to sensitive situations and competing demands.

- While performing job duties, the employee will be sitting, standing, reaching and documenting via electronic or handwritten methods.
- A cell phone and computer/ laptop are required, and a stipend is provided to offset the business use of personal electronics.
- This position requires the ability to communicate with staff. Reasonable accommodations may be made to qualified employees to assist them in performing job duties.

QUALIFICATIONS:

- A strong understanding of the English language, grammar, and sentence structure, with the ability to creatively write
- Ability to effectively use a word processing program (Word preferred) and a presentation creator program (such as Canva or Power Point)
- At least one-year experience in a mental health, community services agency, or medical office preferred
- Must be an independent thinker who is not afraid to take initiative and to be an active, contributing member of a fantastic team
- Ability to manage and prioritize multiple competing tasks
- An energetic, collaborative, and forward-thinking attitude
- Emotionally stable to withstand the stress associated with the responsibility
- Physically adaptable to a demanding schedule
- High ethical standards for self, others, and business
- Willingness to take on new roles as business expands
- Must be willing to complete a health screening physical examination that includes a drug screen.

Additional Requirements

- Must pass current applicable clearances

Please note: You will need valid U.S. work authorization to join us, as we are not able to offer sponsorship at this time.

FCCS is an Equal Opportunity Employer

Employment opportunities are, and shall be, open to all qualified applicants solely on the basis of their experience, aptitudes and abilities. It is the policy of Family & Children's Counseling Services, Inc. to grant equal employment opportunity to all applicants and employees without regard to race, color, national origin, marital status, disability, Vietnam Era Veteran status, age, religion, political affiliation, gender or sexual orientation. FCCS is committed to providing a fair, equitable, diverse and inclusive work environment. We welcome candidates that will promote and value diversity and exercise teamwork and collaboration.

FCCS is an equal opportunity employer. Please visit the FCCS website at www.HealPlayLove.org.

Applicants must meet the qualifications stated in job posting.

HOW TO APPLY: Please submit your cover letter, resume and salary requirements (hourly) to hr@healplaylove.org with the subject heading "Virtual Assistant." Digital submission should be formatted as one PDF file titled LastName_FirstName.

Job Type: Part-time

FCCS Offers:

Flexible Schedules with Work-Life Balance

401k (Retirement) Plan

Professional Development and Training

Career Growth Opportunities

Cellphone or Tablet Stipend

Travel Reimbursement

OFFER ACCEPTANCE (only sign when requested)

I have read and agree to the job description. I am willing to be trained and will comply with the above-mentioned criteria. I will ask my supervisor questions, if I have any.

Signature / Date

Printed Name