



POSITION PROFILE

Administrative Assistant

Rancho Cordova, California

September 1, 2017

POSITION SUMMARY

George Hills is seeking an Administrative Assistant to assist in the expanding operation of our client, California Mental Health Services Authority (CalMHSA). CalMHSA is an Independent Administrative and Fiscal Government Agency focused on the efficient implementation of California mental health projects. Currently CalMHSA administers statewide and regional prevention and early intervention programs, aimed at preventing suicide, and reducing stigma and discrimination for people with mental illness. This position is ideal for someone with work or educational background in social work or health administration. The candidate must have excellent writing skills, critical thinking and problem solving skills. The candidate must be flexible, able to work independently, follow established time-lines, and manage multiple projects

ABOUT GH

George Hills (George Hills) was founded in 1954 with the intention to revolutionize claims administration and JPA administration by creating a culture focused on innovation and excellent service. By applying creative minds to old, familiar claims handling policies, George Hills has developed best practice procedures for claims administration that reflect our goal to provide our clients with the service and results they deserve. George Hills' culture of creative solutions and customer appreciation is maintained by hiring people with similar professional values and providing them with the state-of-the-art tools they need to deliver the superior service and reports that George Hills has become known for.

Mission Statement

The mission of CalMHSA is to provide member counties a flexible, efficient, and effective administrative/fiscal structure focused on collaborative partnerships and pooling efforts in:

- Development and implementation of common strategies and programs to improve Behavioral Health of Californians
- Fiscal integrity, protections, and management of Programs
- Accountability of state, regional, and local levels



Position Overview

Under the direct supervision of the Program Director, the Administrative Assistant shall:

- Program support as it relates to Prevention and Early Intervention (PEI) projects.
- Development of presentations, agendas and power points.
- Schedule and prepare travel for staff as appropriate.
- Manages, ensures collection of and compliance of all certificates of insurance from contractors.
- Assembles, manipulates, and analyzes data from various sources as needed
- Drafts Minutes from Meetings and works collaboratively with staff to complete writing assignments
- Independently completes assignments in accordance with deadlines
- Assists on events, including outreach, invitations, research, and materials coordination
- Supports communication efforts to relevant audiences external and internal to the Prevention and Early Intervention (PEI) programs.
- Assist with tracking of various PEI program statuses.
- Works in collaboration with the Administrative and Accounting team to develop, review and track budgets, invoices, etc.
- Knowledge and proficiency in all Microsoft software, including but not limited to Excel, Word, Power Points, WebEx, and copiers.

Education and Experience

BA preferred, 5 years' experience required, or an equivalent combination of education, work experience or military service may be sufficient to successfully perform the duties as described above.

Compensation

The annual salary range for this position is based on experience.

Benefits

- Medical paid 75% for employee
- Dental, vision, long term disability and life insurance paid 100% for employee
- 15–20 days of PTO per year (dependent on length of service)
- 11 paid holidays
- 401K with employer match
- Employee Assistance Program for employee and dependents

Application Process

1. Submit a GH application with cover letter and resume to Maya Maas, Corporate Analyst, at Maya.Maas@georgehills.com —no walk-ins please.
2. Resumes will be reviewed by HR staff and the supervising manager.
3. Phone screenings will be conducted by HR staff.
4. One to two in person interviews will be conducted with the supervising manager and other GH staff.
5. Following the first interview, candidates may be asked to complete an assessment related to the position for which they are interviewing.

CITY

Rancho Cordova, California

The purpose of this profile is to provide general information and assist potential candidates in determining interest in applying for this position. The information provided is not all-inclusive.