



Part-time Program Assistant (20 hrs/week)

New Family Traditions has provided outpatient substance use treatment services to women and their families in Southwest Seattle since 2008. We are proud to be a leader in effective gender-based treatment in King County with an excellent clinical reputation in the community to provide specialized care for Pregnant and Parenting Women. Women with lived experience in recovery and from marginalized communities are strongly encouraged to apply.

WHO WE SERVE: New Family Traditions mainly serves Medicaid eligible adult women;

- 90% of women are head of household with children under 17 years old
- Over 80% of women report co-occurring mental health issues and other medical complications
- 75% of women report history of childhood trauma
- Over 60% of women identify with BIPOC communities as their ethnic/cultural background
- 66% of women are involved with Department of Children, Youth, and Families

WORK CULTURE: We are a small group of women from different cultural backgrounds (80% of staff identify as women of color) who are dedicated to assisting women, their children, and family members to build healthier families free from substance use and violence at home.

Diversity & Safety: We are committed to creating a safe and nurturing environment for ALL women of different backgrounds. We believe the healing process takes place only when we feel safe enough to do so. Every person is asked to participate in maintaining a safe environment for all women and their children by reflecting on our own biases to dismantle institutionalized racism, Anti-Blackness, and other forms of social injustice in our community.

Work-Life Balance: We value work-life balance for our employees. We believe we must be a role model to our clients by caring for ourselves and providing excellent services while maintaining healthy relationships with our own families.

Collaboration: We believe that collaboration among the care team is the key to the successful delivery of services. We value and respect each other's educational background and work experience as much as life experience to serve the complex needs of individual families.

SUMMARY OF DUTIES:

Assist Executive Director & Operations Manager (90%):

- Under the direction of Operations Manager and Executive Director, provide on-site administrative coordination to complete projects in timely manner to meet deadlines and contractual agreements;
- Provide logistic support to daily operations, including IT troubleshooting, coverage for staff absence, assisting clinicians with non-clinical activities, organizing administrative/operational documents;
- Assist with on-boarding process of new employees with required paperwork, office assignment, phone assignment;
- Assist with data entry to Electronic Medical Record system to ensure accurate data transmission to billing system;
- Assist with clinical administrative tasks as assigned;
- On-site point of contact to coordinate communication between vendors and Operations Manager;

IT Troubleshooting/Technology Support (5%)

- Assist with IT trouble shooting with MacBook Air, MacBook Pro, iMac, iPad, and PC
- On-site contact to troubleshoot with on-site server, internet, and wifi connectivity with various devices
- Install Apps and software as needed
- Set up new computer/user and on-boarding IT operations for new employees

General Office Admin (5%)

- Ensure New Traditions is welcoming, organized, clean, and presentable to clients, visitors, and staff members at all time
- Provide coverage where needed at front desk, childcare, and other departments
- Welcome clients, visitors, and providers from all cultural/socioeconomic background

MINIMUM QUALIFICATIONS:

- Demonstrated commitment to racial equity and socioeconomic advancement of ALL women
- Demonstrated ability and experience with minor IT troubleshooting in Mac environment with limited supervision
- Experience with handling highly sensitive information related to IT security, HR management, and financial management
- Great attention to detail and accuracy with data entry
- Able to follow directions/instruction accurately and complete tasks on time
- Willing and able to pitch-in with coverage in other departments
- Ability to effectively support, respect, and build rapport with clients and their children while providing coverage at front desk and childcare
- Ability to provide culturally sensitive/non-judgmental care for family is required
- Willing to learn new skills and to be a part of the team
- Pass Background checks to serve medicaid-eligible children and vulnerable adults

PREFERRED QUALIFICATIONS:

- Spanish Bilingual/Bicultural
- Knowledge and experience with Microsoft SQL
- Experience in working at a small nonprofit and/or community-based social services organization

To Apply: Please send cover letter and resume in **PDF format**

1. Resume highlighting the above qualifications
2. Cover letter describing transferrable skills/experience you have to meet the qualifications and identify as an ideal candidate described above.

Salary: DOE (Starting at \$25/hr)

Location: 9045 16th Ave SW, Seattle, WA 98106

Hours: Part-time (20 hours/week), Monday-Friday flexible between 8am-5pm (no evening or weekend hours)