

OPERATIONS ASSISTANT

Exciting PT Opportunity (20-25 hrs/wk) with potential to eventually become FT working in a public mental health setting towards implementation of a non-clinical best practice and on-going quality improvement of organization. Individual must have good working knowledge of the Mental Health Delivery System and the role that empowerment, recovery and wellness play with the mental health adult population served. Individual must possess excellent written and oral communication, computer efficiency, be organized, flexible, work independently but function in a team approach environment. Public speaking and group facilitation a must. Bachelor's degree or the equivalent combination of education and experience required. Submit cover letter, resume, salary requirements and references. No phone calls please.

Job Type: Part-time