

Program Assistant

Here's To Life is growing rapidly and is hiring for a **Program Assistant**. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications but have sufficient experience and talent.

Here's to Life (HTL) is one of Atlanta's leading providers of specialized substance abuse treatment specific to the HIV-positive Men who have Sex with Men (MSM) and Transgendered communities. Since 2007, we have provided an innovative culturally appropriate integration of primary health care with addictive disorder care for the homeless, HIV positive MSMs and Transgendered populations. Our innovative method begins with medical or social detoxification, mental health stabilization, and segues into professionally facilitated, peer-infused recovery support services. Our approach encompasses a multidisciplinary team approach consisting of well- trained/licensed addiction, professionals, social scientists as well as peer-led recovery coaches.

Here's To Life a holistic harm reduction model with a client-centered approach to provide Treatment-On-Demand with a focus on behavioral health outreach to facilitate relationships between healthcare providers' practices and agencies addressing the various social determinants of health.

Duties and Responsibilities

- Analyzes and organizes office operations and procedures such as maintaining personnel files, agency information management, electronic and manual filing systems, requisition of supplies.
- Maximizes office productivity through proficient use of appropriate software applications.
- Researches and develops resources that create timely and efficient workflow.
- Establishes uniform correspondence procedures and style practices.
- Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records
- Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness.
- Maintains contact with customers and outside vendors.
- Prepares activities reports for guidance of management.

Education/Experience Requirements

High School Diploma or GED required or Associates Degree, preferred, with at least 2 years documented clerical experience preferred. Candidate must present strong clerical and computer skills that include MS Word, Excel, and Power Point. Candidate must demonstrate the ability to organize and maintain filing system and have excellent oral and written communication skills.

Job Type:

Full-time #40 hours Pay: \$15.00 - \$17.50 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Available for Weekends and Evening outreach efforts
- Work Location: In person

Here's To Life, Inc. is an Equal Employment Opportunity and Affirmative Action Employer. Black, Indigenous, and all other People of Color (BIPOC), women, LGBTQ+ individuals, veterans, and people living with HIV or other disabilities are strongly encouraged to apply.

Please feel free to contact Charles Shackelford – Sen. Admin Assistant @
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