

**PEER RECOVERY SERVICES  
THE WELLNESS CENTER ADMINISTRATIVE ASSISTANT  
JOB DESCRIPTION**

**Requirement:** This position is funded by the Mental Health Services Act. A requirement for employment is lived experience with a mental health condition and strong recovery and/or be a family member of someone with lived experience with a mental health condition.

See our website: [www.thewellnesscenterprs.org](http://www.thewellnesscenterprs.org) for additional information.

**General:** Under the general direction of the Executive Director, the administrative assistant performs general clerical duties related to the operation of The Wellness Center (TWC) and work with Recovery Coaches in the planning, development, and implementation of peer-oriented support services.

**Tasks and responsibilities:**

- Provide general office and clerical support to TWC staff
- Work with the TWC Executive Director to coordinate TWC purchases and expenses related to performance of the contract
- Gather and compile program statistical data and reports as required, including data entry
- Identify community resources as appropriate to supplement and complement Wellness Center services
- Work with Recovery Coaches to follow-up on referrals to other services
- Assist in processing requests for stipends
- Develop and maintain schedule for consumer transportation
- Maintain sign-in sheets for all Wellness Center activities; enter pertinent data in database
- Receive, sort and distribute program mail
- Develop and maintain mailing list of Wellness Center consumers
- Verify timecards
- Maintain all files
- Answering telephones as needed
- Ordering supplies for The Wellness Center
- Perform other tasks as assigned

**Qualifications:**

- Ability to clearly communicate orally and in writing
- Ability to maintain accurate records
- To use Microsoft Word, Excel and Outlook software for communicating, creating documents and record keeping