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| **Request Date: 4/21/16** | **Job Start Date:****ASAP** |
| **Job Title:**  | Administrative Support Volunteer | **Requested By:** | Jeffrey J. Saylor |
| **Location Name:**  | 10065 Old Grove Rd. | **Location City/Zip:** | San Diego, CA 92131 |
| **Location Code (any ad costs will be charged to this #):** |       | **Contact Email (resume recipient):** | jsaylor@novatabh.com |
| **Contact Phone:** | 858-566-6439 ext1301 | **Contact Fax:** | 858-566-6462 |

| **Please forward this completed form to Rebecca Mccune (****rmccune@mhsinc.org****) in the Human Resources Department for posting. All ads will be posted as requested below. Please notify Rebecca when the posting is to be removed.** |
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| Where would you like to advertise? Please check all that apply: [ ] Cal Jobs $0.00 [ ] Craig’s List $25.00/30 days [ ] Idealist $60/60 days [ ] Linkedin.com $195/30 days [ ] Jobing.com $284+/28 days [ ] Career Builder $419/30 days [ ] Monster $350-$370/30 days [ ] Other: *Please specify* [ ] Other: *Please Specify* |
| **Required Education Level:** **HS or BA Salary:** **None Hours/Week:** **16** |

| **The following information will be included in each ad posting as requested.**  |
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| **Company Description**Novata Behavioral Health proactively address behavioral health and wellness needs with a focus on mental health, alcohol and drug services. Novata provides a variety of treatment options for individuals, families and groups. Select a treatment option below to find out more. With fourteen office locations throughout Southern California and Fresno, Novata offers services located for your convenience. Please visit our website [www.novatabh.com.](http://www.novatabh.com.)**Program Description**Novata Family Forces provides individual, family, group, and couples counseling services to Active Duty Military, Retired Military, and thier families. Family Forces strives to make access to these services easy and convenient by having services available in one of our offices, at the child/youth’s school, or in the client’s home. Services are billed through the client’s/family’s TRICARE insurance and individual benefits are explained to the families at the time of referral. **Position Description*** Novata Family Forces is looking for a military dependent to join the team as a Administrative Support Volunteer to support the day to day functioning of the program. The Administrative Support Volunteer would be trained to assist with general office duties including answering general phone calls, transfering phone calls, and answering general questions about Novata and services provided. Duties would focus on supporting the referral coordinator by developing and maintaining client records and other duties assigned by the Program Manager. This position is responsible for following standard operating procedures related to assisting in maintaining the day to day functioning of the office and is a great opportunity to gain experince in a fast paced, yet supportive office environment.

**Education/Experience Requirements*** High School Graduate or Bachelors Degree
* Prior customer service experience preferred
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