



## **Outpatient Services Assistant/Intern**

### **JOB DESCRIPTION**

#### **About Olalla Center**

At Olalla Center we believe all people are stronger with the support of a caring community, culturally appreciative services and a connection to the natural world.

Olalla Center is a 501(c)3, non-profit organization based in Lincoln County, Oregon, with a mission of helping to strengthen and heal individuals, families, and our community. For over 40 years, Olalla Center has operated on the core philosophy that you cannot have good health without a good community. As such, we have focused our efforts not just on individuals and their families, but on the idea of village-building; creating social supports to help ensure life wellness.

The **Outpatient Services Assistant/Intern** supports Olalla Center's mission of creating a safe and welcoming environment for clients, employees and the community. Olalla Center celebrates and honors the uniqueness and diversity of all individuals. We promote health equity and inclusivity in all services, outreach activities and programs

**TITLE:** Outpatient Services Assistant/Intern

**REPORTS TO:** Outpatient Services Program Coordinator

**STATUS:** Hourly

**SCHEDULE:** Part-Time (15 hours or less per week)

**LOCATION:** On Site at Olalla Center

**VACCINE POLICY:** Olalla Center is considered to be a healthcare provider and falls under State mandates for health and safety. Therefore, any employees working for Olalla Center must be fully vaccinated (and masked) while in our on-site work environment in accordance with all current mandates and laws in effect at the time of employment.

**SALARY RANGE:** \$15 per hour.

## **POSITION SUMMARY**

This position is designed for a highschool or college student who is interested in furthering their education in the mental health field. This position is funded through our Ahead of the Curve grant with the intention of growing therapists from within who are interested in committing to serving Lincoln County. This position is temporary although the possibility of being offered another position within the company is high, depending on finances, fit and need at the end of this position in September 2023. .

## **KEY AREAS OF RESPONSIBILITY:**

- ★ To ensure that the highest quality of services are being offered by ensuring compliance with all applicable OARs, the Quality Management Committee requirements and best practices.
- ★ To be knowledgeable of, and work in accordance with, Olalla Center personnel policies & procedures.
- ★ To assist outpatient clinical staff with clients, paperwork or accessing resources as needed.
- ★ To research and assist in developing materials for special projects.
- ★ To provide support services for therapy groups and activities.
- ★ To assist with scheduling and outreach to clients, staff and community partners.
- ★ To attend training sessions as directed by your supervisor and follow any new procedures as a result of said training.
- ★ To keep confidential all matters that may affect the client's treatment or the company's ability to do business.

- ★ To perform other duties as assigned by the Outpatient Services Program Coordinator and Clinical Supervisor.

#### **COMPETENCIES / ABILITIES:**

- ★ Excellent communication and interpersonal skills with people at all levels and in all settings relevant to the missions of the Olalla Center organization.
- ★ Ability to work independently at times and as part of a highly collaborative, professional team.
- ★ Understand, value, and respect diversity in all forms, including diversity and work collaboratively and respectfully with diverse volunteers, staff, community leaders, organizations, and donors.
- ★ Demonstrate professionalism, good judgment, and maintain confidentiality when required.

#### **QUALIFICATIONS, EDUCATION & EXPERIENCE (REQUIRED):**

- ★ Must have completed or be making satisfactory progress towards completing a high school diploma or GED.
- ★ Must be 18 or older and have an interest in furthering education and experience with children in the mental health field.

#### **INSTRUCTIONS – HOW TO APPLY:**

A complete application contains all of the following items:

- ★ A comprehensive resume
- ★ Olalla Center employment application (found at [www.olallacenter.org/employment-opportunities](http://www.olallacenter.org/employment-opportunities))

Please email these items to [jobs@olallacenter.org](mailto:jobs@olallacenter.org).

## DEADLINE:

Open until filled. Applications will be reviewed and interviews scheduled as applications are received. Don't miss out! Apply today.

**Olalla Center** greatly values experience and acknowledges that not everyone has had equitable access to educational and/or professional opportunities. Even if you do not feel you meet each and every criteria, please apply! You might be just the person we are looking for. Applications will not be accepted through any other means. **Incomplete applications will not be considered.**

## What We Ask of All Candidates:

- ★ The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable practices.
- ★ Excellent and respectful interpersonal and communication skills with a good sense of humor!
- ★ Ability to work independently and collaboratively with others, including with team members, staff, volunteers, board, and community partners.
- ★ Strength in fostering a positive, inclusive, and collaborative work culture that attracts, keeps, and motivates a diverse staff.
- ★ Current valid driver's license, safe driving record, and willingness to operate agency vehicles preferred.
- ★ Ability to lift up to 30 pounds when supporting office or facilities tasks unless reasonable accommodation is required.
- ★ Full background check.

*Olalla Center is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status. We fully embrace mutual respect, civility, inclusivity, equality, and diversity in the workplace and beyond.*