



Program Assistant II

Lee Carlson Center for Mental Health & Well-Being, a 501c3 non-profit, is the primary provider of outpatient mental health services in Anoka County and surrounding areas. Services include clinic, home and school-based counseling and individual, family and group therapy as well as psychological testing, assessment and psychiatry. A beacon of hope and healing for over 40 years, our mission is to provide exceptional and affordable mental health services to families, children, youth, and adults.

We are looking to add a *Program Assistant II* to our team. This position will provide supportive services to *Bridgeview*, our drop-in center for adults with Severe and Persistent Mental Illness (SPMI) diagnoses.

Duties and Responsibilities

- Provide positive interactions with members while Bridgeview is open and be available to assist members with day to day tasks.
- Transport members to and from drop-in center.
- Assist in providing activities onsite, which may include facilitating psychoeducational groups.
- Assist in providing activities offsite, which includes providing transportation to members.
- Provide Bingo to members once per month. Plus coordinate prizes.
- Complete intakes and tours of Bridgeview to prospective members and community professionals.
- Maintain up-to-date Bridgeview memberships in electronic medical record software and assist with member updates as needed.
- Data entry into electronic medical record software as needed.
- Assist staff with the newsletter: calendar planning (activities and calendar), productions (folding, etc.), and bringing the newsletter to the Post Office
- Maintain cleanliness in the kitchen area including refrigerator, freezer, storage room/pantry, and counters.
- Participate in training and hold food handler license if applicable.
- Actively participate in regular and periodic Lee Carlson Center for Mental Health & Well-being staff and committee meetings.
- Other duties as assigned by manager.

Qualifications and Skills Required

- Education and/or Experience: High School Diploma or Equivalent
- Certificates, Licenses, Registrations: Food Handlers license, if applicable
- Physical Demands: Ability to lift a minimum of 25 pounds.
- Work Environment: Position requires travel between Bridgeview and member homes and from Bridgeview and various community businesses/organizations.
- Other Skills Required: Must be proficient in using Windows Operating System as well as Microsoft Office applications and Electronic Medical Record (Microsoft Word, Excel, PowerPoint and EMR system).
- Reasoning: Must be able to solve complex problems independently and demonstrate strong interpersonal skills.
- Ability to achieve and maintain status of "not disqualified" upon completion of criminal background studies.
- Ability to maintain a valid driver's license, proof of drivers insurance, a satisfactory driving record and reliable transportation



Benefits include, but are not limited to:

- Competitive salary based upon experience, plus hiring bonus for several programs
- Choice of 2 HealthPartners health plans, dental and vision insurance, employer paid life insurance and long term disability, 403(b) Retirement Account with company match, and Employee Assistance Program available.
- Generous time off, including 3 weeks of personal time, as well as 10 all-agency days off.
- Opportunities for internal career advancement
- Reimbursement of license exam, license renewal fees, and mileage when applicable
- Competitive training program in evidence-based practices
- Professional Development Plan supported by the agency, as well as opportunities for internal career advancement
- Organizational commitment to staff wellness, diversity, equity, and inclusion
- Working closely with a team of diverse and committed mental health professionals to make a difference in the community

To apply please send a resume and cover letter with interest to apply@leecarlsoncenter.org

Equal Opportunity Employer - Minorities / Women / Protected Veterans / Disabled.

Lee Carlson Center for Mental Health & Well-Being is an Equal Employment Opportunity/Affirmative Action employer. If you have a disability or impairment and as a result you not able to complete an online application, please contact the Lee Carlson Center for Mental Health & Well-Being Human Resource Department at 763.780.3036 ext 835.

Lee Carlson Center for Mental Health & Well-Being does not discriminate against any qualified applicant or employee because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance in implementing the policy concerning non-discrimination based on national origin or religion.