

Organization: **Youth & Family Services (YFS)**

Department: **Counseling Center (CC)**

Position: **Program Assistant**

Status: **Full-Time**

Reports to: **CC Office Manager**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

**Benefits:** YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

**Minimum Qualifications:** High School diploma or GED required. Strong organizational skills and attention to detail. Strong knowledge and understanding of Microsoft Excel. Current vehicle liability insurance and a valid driver's license required. Must be dependable and have the ability to work effectively with the public. Must have effective written and verbal communication skills, computer skills and various software programs, and full understanding of concept of client confidentiality. Ability to maintain confidentiality. TB test required.

**Essential Functions:**

- Provide support services to include answering multi-phone line, reception, and client preparation. Schedule trauma clients for intakes.
- Provide general office support for the Counseling and WPRC.
- Enter client information into Medisoft, schedule clients for sessions, and assist Office Manager in the use of this software.
- Assist in obtaining client insurance information including insurance cards and referrals. Verify daily the accuracy of Title 19 cards.
- Prepare daily client receipts.
- Maintain all aspects of client files: opening and closing charts on a daily basis.
- Maintains WPRC library resources and provides assistance in lending materials as requested by clientele.
- Enter daily statistics into excel spreadsheets.
- Obtain accurate charges for services from therapist.
- Provide assistance to Office Manager in general office and clerical activities.
- Assist Office Manager in compiling of fiscal and programmatic monthly reports.
- Process purchase orders.
- Data input into Mosaix.
- Perform data entry of SPARS forms and collection of GPRA forms.
- Create Quarterly Prevention Newsletter.

**Additional Functions:** Perform other duties as requested by Office Manager or Program Director. Promote and support all YFS programs and services. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Promote a positive image of YFS and the Counseling Center as a helpful and effective program serving children, youth, and families in the Rapid City area

**Environmental Functions:** Perform duties in a controlled office environment and remotely. Ability to lift up to 25 lbs.

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

**How to Submit Application:**

By email: [yfshr@youthandfamilyservices.org](mailto:yfshr@youthandfamilyservices.org)

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

**Any questions? Call our HR Team at 605-342-4195!**