



Job Description

Department:	SAMHSA – Project IECMH	Location:	All Locations
Job Title:	IECMH Administrative Assistant	Reports to:	Maria Williams
Exempt/Non-Exempt:	Non-Exempt	Revision Date:	2/2/2026
Position Type:	Full-Time (40hrs/week)	JD Approved by:	Maria Williams & Tania Del Gatto
Pay Range	\$19.00 - \$21.00	Apply at:	Maria.w@ecda.org
Hybrid	1 hybrid day per week.	Office Based	4 days per week in the office.

****Schedule is subject to change at the needs of the department.**

Job Description

Position Summary

The Infant and Early Childhood Mental Health Administrative Assistant (IECMH AA) reports to the Infant & Early Childhood Mental Health (IECMH) Program Director (PD) and is responsible for assisting with the oversight of intakes, referrals, screenings, training, data, outcome measures and invoices. The candidate ensures timely and accurate coordination of all required tasks, has excellent record keeping, organizational skills, meets deadlines and interfaces with the PD, community liaison, and staff on a regular basis. The candidate is responsible for registering staff for training, managing data, enrolling families to services, special projects, creating, and completing specialized and ongoing reports and presents as needed. The staff will work in support of developing and promoting other relevant projects as necessary. The candidate must efficiently navigate technological issues, the Agency's Electronic Record System, multiple data bases, google drive, spreadsheets, and other computerized systems ongoing. Other duties may be assigned as needed.

Role and Responsibilities

- Responsible for assisting supervisor with oversight of Program needs and other tasks as needed.
- Assists with incoming calls, intakes, screenings, referrals, and linkage to client service-related issues.
- Assists with organization, training, evaluation and input of data and outcome measures.
- Assists with resource fairs, conferences and other projects as assigned.
- Ensures that quarterly, yearly, and other reports are efficient, organized and submitted by deadlines.
- Meets with Supervisor, Consultants, Therapists, Lead Evaluator(s), Intake, Quality Assurance, Information Systems and other staff or Departments as needed.
- Responsible for maintaining current records, creating spreadsheets and systems to efficiently collect and report information pertinent to Program's needs.
- Manages and organizes staff training items, invoices, and other administrative tasks.
- Attends designated trainings, trains staff on specific tasks and conducts presentations as requested.
- Communicates clearly in writing and verbally in-person, virtually and via email.
- Works on special projects and performs administrative office duties as assigned by supervisor.
- Works collaboratively and harmoniously with staff to keep information current.
- Assists receptionist with telephone responsibilities.
- Attends supervision and other meetings as assigned.
- Responsible for informing supervisor of scheduled trainings, meetings with other staff and time off in writing.
- Must be culturally competent and sensitive.
- Works in compliance with ECDA & SAMHSA policies & procedures, and HIPAA laws and guidelines.
- Staff must believe in and act in accordance with Agency's and the program's mission statements.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
- After hours required once a week or as needed.
- Travel and weekends may be required.

Qualifications and Education Requirements

- High School or higher level of education and/or experience desired.
- Bilingual (English/Spanish) with excellent oral and written communication skills.
- Must have great organizational skills, be detail oriented and a self-starter with the ability to multitask.
- The ideal candidate should be personable and have experience in the social services field with familiarity in the mental health field.



Job Description

- Candidate needs to be motivated and able to communicate effectively, and efficiently, both verbally and in written format.
- Strong computer literacy including Microsoft Word, Excel, Access, Adobe PDF, Outlook, Google Drive, Internet, and other standard equipment.
- Must clear HIPAA certification, Department of Justice, and TB clearance.
- Must have a reliable vehicle/access to transportation, valid California driver’s license, and be responsible for all liability on vehicle.
- Must be able to manage the Agency’s electronic recordkeeping system.

Preferred Skills

- Administrative experience preferred.
- Ability to organize, manage and maintain structured folder systems in Google Drive

Comment

Candidates must be able to work effectively with their team and Manager, demonstrate adaptability, and can accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, Internet, and dress code policies. Must have valid California driver’s license and use of personal vehicle that has liability car insurance. Candidates will receive their required BBS supervisory ratio for client services provided.

The benefits of joining the ECDA team include (If eligible: health insurance, vision, dental, long-term disability, AD&D, life insurance), vacation, sick leave, paid holidays, jury duty, bereavement, and 401K matching.

All employees must demonstrate an understanding, patient, and receptive attitude toward individuals of varied age groups, behaviors, and varied disabilities. Employees must have the ability to maintain composure under stressful conditions. Staff must be able and willing to work with clients who have special needs and/or aggressive behaviors (i.e., biting, kicking, hitting, emotional outburst, etc.). Staff must have behavior management strategies and techniques relating to clients experiencing behavioral difficulties, positive behavioral interventions and applied behavioral analysis.

El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Acknowledgment

By signing below, I acknowledge that I have read and understand the position description for this position, including the working conditions listed below. I feel I am qualified to perform the position duties as described, including the physical and mental requirements as outlined.

By signing below, I feel I am qualified to perform the position duties as described with the following reasonable accommodations:

Employee Name:		Date:	
Employee Signature:			
Supervisor Name:		Date:	
Supervisor Signature:			



Job Description

Physical Demands:			
	FREQUENTLY	OCCASIONALLY	SELDOM
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Finger Movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Demands:			
Outside:	Ability to spend 20% of work time outside		
Inside:	Ability to spend 80% of work time indoors		
Noise:	Ability to withstand moderate to high noise levels, including voice levels 90% of time		
Heat:	NA		
Cold:	NA		
Electric Equipment:	Ability to operate office equipment, computer, copier, and cellphones		
Work with Others:	100% of time spent working and interacting with team and other departments		
Reading	Ability to read at a college level		
Writing	Ability to write at a college level		

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff members assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the staff member assigned to this job.

To apply or any questions, please email Maria Williams at maria.w@ecda.org