Bergen’s Promise, Inc.

Title: Operations Assistant

Location: 218 Route 17 North, Suite 304, Rochelle Park, NJ 07662

Job Type: Full-Time (Experienced)

Start Date: ASAP

Job Description:

We are currently seeking an Operations Assistant to join our winning team. The Operations Assistant position requires strong administrative support, data analysis, and collaboration with multiple providers in Bergen County NJ. Must be passionate, creative and able to work under supervision and as part of a team.

Primary Responsibilities:

- Provide administrative support in completing the Agency’s care management functions including but not limited to:
  - Documentation
  - Report production
  - Maintenance of records
  - Scheduling
- Support provider set-up, tracking, MOU and Quality Assurance processes.
- Assist in the coordination of events and meetings.
- Provide assistance for Agency projects.
- Assist with the creation and distribution of Agency print and electronic publications.
- Maintain and update Agency calendars, contacts and lists.
- Prepare, compose and distribute correspondence.
- Schedule and perform all tasks related to Agency vehicles

Additional Responsibilities:

- Perform P.E. Coordination and Medicaid billing as required.
- Troubleshoot office technology problems & systems of a limited scope.
- Order & maintain supply inventories.
- Maintain and execute general administrative office procedures.
- Provide training on administrative office procedures when applicable.
- Front Desk coverage as needed, including but not limited to:
  - Answer, direct, handle incoming calls
  - Greet and direct visitors
  - Process facsimiles, standard and electronic mail
  - Process incoming and outgoing deliveries
  - Maintain the organization of office facilities.
  - Understand and ensure that tasks are conducted and material is handled in a sensitive and confidential manner in compliance with HIPAA and Agency policies.
- Attend all meetings and trainings.
- Comply with all Agency policies and procedures.
Qualifications:
Candidates must have an Associate’s Degree and 2-3 years of experience.

Application Instructions:
Please forward your resume and cover letter and salary history to nrogers@bergenspromise.org.

About the Organization:
Bergen’s Promise is a rapidly growing non-profit social service agency, the designated Care Management Organization (CMO) for Bergen County. We provide care management services and coordinate an array of community based resources for youth ages 5-21 and their families. The youth we serve are challenged by serious behavioral, emotional, mental health, substance abuse issues and developmental disabilities.