



Alaska Mental Health Consumer's Web

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Anchorage, AK 99501

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Peer Administrative Assistant

POSITION PURPOSE

The purpose of the Peer Administrative Assistant is to perform administrative duties and routine operational that support the Executive Director and his/her designee at the Alaska Mental Health Consume Web. When the Executive Director and his/her designee the Peer Administrative Assistant assumes duties and responsibilities as directed by Executive Director and his/her designee. The Peer Administrative Assistant is supervised by the Executive Director or his/her designee.

QUALITIES DESIRED IN THIS POSITION

- Desire to learn and support the mission of the Web
- A willingness to uphold the values of the Web which include: Safety, dignity, self-determination, personal responsibility and empowerment
- Dedication to and patience with individuals experiencing serious mental illness, substance abuse addiction, homelessness, and an array of other life issues.
- Ability to work in a team and apply problem-solving skills to find solutions for administrative challenges.
- Strong communication skills across various groups, including volunteers, fellow staff, the general public, and program participants.
- Strong understanding of Microsoft Office programs with an emphasis on Excel & Access Database.

DUTIES

- Compose general correspondence
- Maintain office equipment
- Research, collect, and compile data: prepare special reports
- Assist with grant writing-related tasks (collecting document, formatting sections, preparing figures)
- Works with fellow staff to provide solutions for administrative/program challenges



- Works with the Executive Director and his/her designee in the coordination of special projects, keeping track of status/progress and meeting time lines
- Coordinate appointments, meetings, scheduling, and catering for Web functions
- Works at the front service desk- aiding in the maintenance of participant information including demographic data, daily census, records of daily programs, and compiling monthly reports
- Works as a team member to plan Web events
- Interacts professionally and confidentially with the Peer Team
- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education Applicants must be 18 years or older
High school diploma or equivalent

Experience Applicant must have a lived experience which qualifies them as a consumer in recovery.

KNOWLEDGE, SKILLS, & ABILITIES

- An understanding of consumer directed services and the consumer recovery process from mental illness and substance abuse.
- Strong oral and written communication skills are essential, as are critical thinking, problem solving and attentiveness to detail while maintaining confidentiality.
- Ability to function with minimal supervision.
- An ability to demonstrate responsibility and dependability when completing assignments is paramount, as is planning and organizing work according to established priorities.
- Successful applicants must be able to complete assignments accurately within established timeframes.
- Applicant should be able to demonstrate cooperation, courtesy, and consideration when working effectively with various participants, service providers, and the community.
- An ability to work independently and as part of the team.
- Ability to effectively plan and organize projects.

PHYSICAL DEMANDS

Physical Effort Work requires computer input and the ability to lift 25 lbs.



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The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Scheduling flexibility is required to accommodate changing Web needs.

The Consumer Web is an Equal Employment Opportunity Employer