

Development and Human Resources Assistant

About South Lane Mental Health:

Located in Cottage Grove, Oregon, South Lane Mental Health is guided by the principle that no one seeking assistance will be turned away, and an enduring commitment to provide individualized mental health services with compassion and respect. A growing agency, South Lane Mental Health's staff of 100 provide a variety of therapeutic services to over 2,200 individuals in Cottage Grove and the surrounding community. Our employees have a wide range of backgrounds, educational attainment and skill sets. We strive to create an agency community characterized by empowerment, compassion and innovation.

About the Position:

South Lane Mental Health is seeking a full-time Development and Human Resources Assistant to provide support to the Community Relations and Strategic Development Director, and to the Human Resources Manager. The position will ensure that data, information, and files related to SLMH's employees and supporters are up to date, accurate, and well organized. In addition, they will ensure that necessary correspondence with both employees and community members, and provide support to employees needing assistance with credentialing and human resources functions.

Position Duties:

- Ensure that all therapists and clinical staff are appropriately credentialed with insurance companies accepted by South Lane Mental Health, including OHP.
 - Complete and maintain credentialing paperwork for newly hired staff, and submit to relevant insurance companies.
 - Conduct verifications of employment and other checks needed for credentialing.
 - Maintain up-to-date records for all employees, including verifying that all information is current and requesting up to date information as needed. This would include basic information about employees, training records, and licenses and certifications.
 - Track credentialing status and ensure that employees are re-credentialed in a timely fashion.
 - Provide timely support for employees in the credentialing and re-credentialing process.
- Provide support for the Development Director
 - Process incoming donations, including entering into the donor database and preparing acknowledgement letters.
 - Maintain the donor database, including ensuring that all information is up to date and correct, and producing quarterly fundraising reports and other reports as necessary.
 - Provide logistical support for the annual donor relations plan, including production of appeal mailings.
 - Provide support and assistance with organizing fundraising and public relations events, such as thank-a-thons, dinners, and donor recognition events and projects.
 - Assist in tracking media mentions, and in preparing media materials for distribution.
 - Assemble media and donor kits for events and meetings
 - Maintain the Agency's social media presence, including regular posting to Facebook and routine website updates.

- Assist with the production and distribution of program flyers, brochures, newsletters, and annual reports.
- Complete special projects as requested.
- Provide support for the Human Resources Manager
 - Post job ads, provide support for interview scheduling, and otherwise facilitate the process for hiring new employees.
 - Assist with coordinating employee events, such as recognition, stress reduction, and wellness activities.
 - Help maintain employee records and assist with open enrollment, informational updates, salary and benefits paperwork, etc.
 - Provide support for staff with basic benefits and other HR questions.
 - Complete special projects as requested.
- Other duties as assigned.

Qualifications:

- Bachelor's degree or equivalent experience preferred
- Strong computer skills, including the ability to provide basic social media and website updates
- Ability to present information concisely and effectively, both verbally and in writing
- Experience working with databases, particular fundraising or HRIM systems.
- Excellent attention to detail
- Ability to balance multiple tasks and priorities
- Ability to work independently and collaborate with a team

Benefits of Working for South Lane Mental Health:

- Exceptional culture where employees are supported, trusted and treated as adults.
- 100% employer payment of health insurance premium for the employee.
- Dental, vision, and prescription drug insurance
- Generous Paid Time Off
- Opportunity to contribute to a 403(b) retirement account
- Opportunities for training and reimbursement for licensure and certification costs
- Administrative and clinical supervision, including that for licensure candidates

To Apply:

Please email resume and cover letter to employment@slmh.org

No phone calls, please.

EOE