

INTERNAL POSTING

Transitional Day Reporting Center (TDRC)

We are seeking qualified internal applicants for an Administrative Assistant/Intake Specialist vacancy at our Alameda County program in Oakland.

This position is responsible for ensuring all of the administrative functions at the program are efficiently managed, including data entry, report management, ordering of supplies, copying, etc. and provides administrative support to the Program Director and other TDRC staff. Additionally, the Administrative Assistant/Intake Specialist is responsible for coordinating participant intakes, assisting with outreach efforts, conducting intakes and orientation and providing overall support to the program. This position also coordinates/assists with training monitors and interns who assist with welcoming duties and intake.

Minimum qualifications and experience: A high school diploma or equivalent. An Associates or four-year degree is preferred. Must have experience working within a busy program setting for at least one year and have strong written and verbal communication skills. Able to read, write and speak the English language. Able to communicate in a second language such as Spanish, desirable but not required. Proficient in Word, Excel, Outlook, and Power Point. Previous database experience a plus. Self-starter, able to work with minimal supervision. Valid California driver's license, clean driving record and, reliable and safe vehicle.

Desirable characteristics: Must have strong organizational skills, have cross-cultural sensitivity and competency, integrity, intelligence, enthusiasm, an understanding and respect for the criminal justice population, and a sense of humor. Interpersonal skills sufficient to provide for the establishment of an effective working relationship with staff, other managers, participants, and outside business partners and agencies. **Formerly incarcerated individuals strongly encouraged to apply**

Regular work days and hours: Hours of work are M-F from 8:00 a.m. to 5:00 p.m. with some evenings and Saturdays as assigned.

Salary range: \$19.50 – \$21.50/hr

To apply: Please complete the LCA internal application and forward it along with your updated resume and cover letter to jobs@lcaservices.com. Include in the email Subject line: **TDRC Admin.**

Assistant/Intake Specialist.

Please no phone calls.