



# **STF PROMOTIONAL OPPORTUNITY**

## **EDUCATION/CLINICAL SERVICES**

**Admin Support Assistant IV Job Codes: 9025**

Apply: [www.mspb.ms.gov](http://www.mspb.ms.gov)

**Work Schedule: Monday through Friday 7:00am-3:30pm**

### **Position Description:**

The Admin Support Assistant provides clerical assistance between the Education and Clinical Departments. This position is responsible for a variety of clerical, printing, organizing files and mail related tasks in support of the departments assigned. This position will answer and forward incoming calls, take and relay messages, book appointments for therapists as needed in the calendars and spreadsheets as needed for the departments that need to know this information for scheduling purposes of meeting areas and coming through Reception. This position will coordinate with The Treatment Team Coordinator during appointment days. This position will also help in Education with MSIS tasks, mailing records, filing records, and various tasks. This staff should be polite and respectful towards others (staff and visitors), have a strong knowledge of MS Office products (Word, Excel, PowerPoint, Outlook) and strong organizational and communication skills to work between departments. Maintains certifications in de-escalation and lifesaving certified programs such as Mandt, CPR and first aid. They maintain a valid driver license and liability insurance to be a driver of a state vehicle. All STF employees are responsible for reading, understanding, and adhering to all policies, protocols, and memorandums. Universal Precautions and Infection Control policies must be adhered to by all STF employees.

### **EDUCATIONAL/EXPERIENCE**

High School Diploma or high school equivalency and 3-5 years of experience. STF experience preferred.

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The mission of Specialized Treatment Facility is to promote and strengthen the mental health and the education of up to 48 adolescent males and females who are experiencing behavioral difficulties in their homes, schools, and communities.

### **BENEFITS**

The following benefits are offered by the State of Mississippi to employees of STF:

- ❖ 18 days of personal leave per year (starting)
- ❖ 12 days of medical leave per year (starting)
- ❖ Paid select holidays
- ❖ Health (BCBSMS), dental and life insurance
- ❖ Retirement plan (PERS)
- ❖ Elective Credit Union membership and direct deposit

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### **INTERNSHIPS**

STF may offer internships in the following fields: Nursing, Social Services, and Psychology. For more information, please contact the Training Director at (228) 328-6000.

**EQUAL OPPORTUNITY  
EMPLOYER**