



FAMILY RECOVERY SERVICES

Where recovery starts & healing begins

Employment Opportunity

Administrative Assistant

Full-Time

FRS Counseling is seeking applications for a Full-Time Administrative Assistant position at the Hillsboro Connections Program, an educational mental health day treatment environment with students who struggle with Severe Emotional Disturbance. This position entails: creating and completing reports, gathering data, maintaining records while ensuring confidentiality, performing reception and clerical duties including typing, filing, and phone management, interacting with referral and community resources in a professional manner, maintaining a collaborative working relationship with others, and other duties as assigned.

Candidate must have a high school diploma/GED and college degree is preferred. Candidates must be proficient in MS Office, have excellent verbal and written communication skills and be able to manage difficult people and situations.

If you would like to be considered for this position, submit a resume or application to lkelly@familyrecoveryservices.org or mail to Ms. Lora Kelly, Family Recovery Services, PO Box 823, Hillsboro, OH 45133.

Candidate must pass BCI/FBI check and drug screen.

Family Recovery Services is an Equal Opportunity Employer.

Our Mission

Respectfully engage individuals in quality services that enhance recovery and increase family and personal wellness throughout life's journey.

www.FamilyRecoveryServices.org