Office manager

\*\*Position available immediately\*\*

Responsibilities:
The primary purpose of this position is to oversee the administrative (non-therapeutic) functions and provide data entry support to Maryland Treatment Centers and Behavioral Health System Baltimore’s Juvenile Court Early Intervention Project (JCEIP).

JCEIP is a growing program that provides biopsychosocial assessments for individuals involved in the juvenile court system (including adolescents and their families) and assists with referrals to appropriate treatment.

Location:

Baltimore City Juvenile Justice Center

300 N. Gay St

Baltimore, MD 21202

Requirements:
Minimum Requirements:

High School Diploma

Preferred Experience:

2-4 years experience in office administration

Knowledge of Juvenile Court system and addiction is a plus

Interested applicants should submit resume and/or cover letter to Amy Armstrong, LCSW-C at aarmstrong@mountainmanor.org