



GOOD WILL-HINCKLEY
Educating Youth. Changing Lives.

Admissions & Compliance Assistant

Good Will-Hinckley is looking for an energetic and detail oriented individual to join our Admissions and Compliance Team. This position works closely with the Admissions Compliance/EHR Specialist and Admissions & Compliance Director to ensure the consistent processes and data collection are documented properly. You will learn the admissions process from referral through admission and assist with various aspects of this.

The admission process is for our Roundel Residential Program, Glenn Stratton Learning Center (GSLC), the College Step-Up & Transitions Program. Roundel Residential serves boys and girls ages 12 and up, in a therapeutic setting. These youth are coming to us with significant social, emotional, and behavioral difficulties. The program uses a trauma-informed approach to provide youth-centered individual and family counseling, case management services, academic programming, life skills and positive youth development activities to address behavioral health challenges.

GSLC serves our Roundel Residential youth and community youth in their therapeutic day treatment program from grades K-12. Referrals to this program come from the students' IEP teams with the goal being to eventually reintegrate to the referring school.

The College Step-Up & Transitions Program serves young adults, ages 18-26, who are in need of year-round supportive housing and skill building in the areas of academics, job readiness, life skills, and community integration.

Qualifications:

Must have high school diploma, good oral, and written communication skills, typing ability of 60 wpm, computer knowledge, and experience (Microsoft Office), and past secretarial experience is preferred. Experience working in a mental health agency is a helpful but not necessary. Satisfactory reference, background, and health checks. Must have a valid Maine driver's license.

We are an equal opportunity employer.