



The Institute For Family Enrichment, LLC

77 Mohouli Street • Hilo, Hawaii 96720

Phone: (808) 961-5166 • Fax: (808) 934-0071 • www.tiffe.org

Two Part-Time Office Support Positions in Hilo

Seeking two organized and flexible office assistants to provide support to Program Managers and Clinicians.

10 hours per week in a Behavioral Health Agency setting.

Position #1 Training Coordinator/Quality Assurance Support

Duties include organizing and scheduling trainings, preparing training materials, operating audio-visual equipment, recording training data, conducting client and collateral satisfaction surveys.

Position #2 Clinical Chart Coordinator

Duties include maintaining confidential client records, accurate and timely filing of clinical documents, preparing for chart audits, maintaining chart archives, overseeing the organization and neatness of the conference and chart storage areas.

Requirements: HS diploma, good organization and communication skills, office experience, computer skills and knowledge of MS Office software.

Please send resume with cover letter to:

The Institute For Family Enrichment
77 Mohouli Street
Hilo, HI 96720
Fax: 808-934-0071

Or visit our website at www.tiffe.org to download an application.

TIFFE is an Equal Opportunity Employer