

# BRIDGES HAS AN IMMEDIATE OPENING FOR A PART-TIME OPERATIONS ASSISTANT.

## About BRIDGES:

BRIDGES is a non-residential, non-clinical mental health agency serving adult clients. Goals include developing/enhancing social skills, consumer empowerment, and building competencies to facilitate independent living. BRIDGES receives funding and support from the Lake County Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) Board.

Part-time position (20-25 hrs/week with potential to eventually evolve to full-time).  
Bachelor's or Associate's degree and related experience in a behavioral health environment preferred.

## Job description

*Specific responsibilities will include:*

- Planning/coordinating/supervising strategies and programming for clients that sync with the agency's mission and goals
- Fundraising
- Budget development and oversight
- Quality improvement
- Conflict and grievance management
- Assist with state certification efforts
- Promoting agency efforts
- Group facilitation
- Help maintain rapport with other entities and behavioral health agencies

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## To apply:

Mail resume, salary requirements, and references to:

BRIDGES

270 East Main St., Suite 100, Painesville, OH 44077

Attn: Carol Casey

Or email to: [ccasey@bridgesmce.org](mailto:ccasey@bridgesmce.org)

Resumes must be received no later than February 5.

No phone calls please.

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