

## Work Study Job Description

<b>Job Title</b>	Administrator
<b>Organization Name</b>	reSTART
<b>Job Location</b>	Fall City
<b>Address</b>	1001 290th Ave. SE Fall City Washington 98024
<b>Pay Rate</b>	\$12 - \$16
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Cosette Rae
<b>Phone Number</b>	(425) 417-04
<b>Email Address</b>	cosette.rae@netaddictionrecovery.com
<b>Website</b>	<a href="http://www.netaddictionrecovery.com/">http://www.netaddictionrecovery.com/</a>

### Nature of Organization

The reSTART Internet Addiction Recovery Program is specifically oriented towards launching technology dependent youth and adults back into the real world. Our 45-day abstinence based recovery program exposes participants to a variety of activities and everyday life skills which are often avoided or underdeveloped as a result of excessive ongoing computer, video game play and internet use. At reSTART, we understand that Internet and gaming addiction often co-occurs with other mental health conditions. Our program is individually designed to address a wide variety of underlying issues which may contribute to excessive Internet use (e.g., family problems, divorce, childhood trauma, depression, anxiety, ADHD, etc.).

### Duties and Responsibilities

- Assist the Clinical Director in the review and updating of client data.
- Initiate, coordinate, and arrange special meetings, representing Restart staff on an as needed basis.
- Manage ongoing and short-term projects as requested by the Executive Director and/or other managers.
- Attend Staff Meetings and other meetings as requested by the Executive Director.

### Minimum Qualifications

- Must be seeking degree in Social Welfare with at least four years of progressively responsible experience in an administrative office environment.
- Strong interpersonal and organizational skills.
- Proven ability to handle senior-level information with a high degree of discretion.
- Excellent written and verbal communication skills.
- Possess valid Washington State Driver's License and clean driving record.

### **Educational Benefits**

Supervised by LICSW. Opportunity to gain experience in the social services field by performing case management work as needed in addition to administrative projects. Have exposure to diverse clients and mental health disorders. Work with both individuals and families.

### **How to Apply**

Send resume, cover letter and personal statement to [cosette.rae@netaddictionrecovery.com](mailto:cosette.rae@netaddictionrecovery.com).

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Job Number: 40STAR03 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%