



# Canopy Center

## Job Announcement - Oasis Administrative Assistant

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Come join us! We're looking for someone who can provide administrative support for our trauma therapy program.

**About us:** Canopy Center is a non-profit agency located in Madison, Wisconsin that provides services to children and families in our community impacted by trauma and adversity.

Canopy Center's Oasis program offers individual, family, and group therapy to people who have been affected by child sexual abuse. The Oasis program model strives to increase the healthy functioning of families who participate in the program by helping children and non-offending parents and caregivers incorporate the experience of the abuse into their lives, in a manner that reduces the effects of abuse and helps stop the cycle of abuse.

**Job Title:** Oasis Administrative Assistant

**Position Summary:** The Oasis Administrative Assistant supports the Oasis trauma therapy program by handling various day-to-day administrative tasks. The position works closely with the Oasis Clinical Director and helps to maintain accurate client information, assists with data collection and reports, keeps therapy spaces clean and ready for use, processes some financial paperwork, and coordinates program activities. The position provides backup childcare support for Oasis clients.

**Qualifications:** The Oasis Administrative Assistant position requires a high degree of proficiency with office productivity software, including spreadsheets and databases. Communication and organizational skills are a must. The position also requires the ability to step into a childcare role, so professional experience working with children of various ages and abilities is preferred. Must possess sensitivity to issues surrounding the treatment of child sexual abuse as well as other mental health issues. Ability to communicate in Spanish is a plus but not required.

**Some things you would do:**

- \* Schedule a cab ride for a client who needs transportation assistance to our office.
- \* Clean and sanitize a therapy room, maintaining a specific organizational layout.
- \* Attend and engage with a child whose sibling and parent are in a therapy session.
- \* Gather demographic information from the client database for use in a report.

**To succeed, you should be:** Communicative, organized, and empathetic.

## Position Details

### Official Duties:

#### Client-Related Duties

- Maintain client information in database
- Document appointments in partnering database
- Schedule transportation and record transportation requests
- Contact clients with appointment reminders
- Complete and send client letters of termination
- Maintain neat and sanitary therapy spaces
- Enter information from program evaluations into digital forms
- Assist with marketing of program services
- Provide backup childcare support for Oasis clients

#### Program Administration Duties

- Gather data and statistics for reports to funding sources
- Assist with supply purchasing
- Schedule in-service trainings
- Develop and schedule Oasis staff self-care days
- Manage insurance payments within database

Attend agency staff meeting and other agency meetings as needed

Other duties as assigned

### Other Requirements:

Hours 27 hours a week: 8:30a.m. - 5:30p.m. Mondays, Tuesdays, and Thursdays

Physical Ability to lift up to 25 lbs.

Education High school diploma plus five or more years of related work experience; or associates-level or higher degree in social service- or human service-related field.

### Salary and Benefits:

\$26,676 to \$29,484 annually based on qualifications. Paid vacation, holiday, and sick time. Health insurance, with single coverage paid 90% by the agency. Long-term disability and life insurance policy premiums paid in full by agency. SIMPLE IRA enrollment available with agency match of 3%. A full Benefits Summary is included in the application packet.

### To Apply:

Download application packet from website at <http://canopycenter.org/how-to-help/careers.html>, or contact Human Resources at [personnel@canopycenter.org](mailto:personnel@canopycenter.org) to receive an application packet. Must return all of the following to be considered:

1. Cover letter;
2. Resume;
3. A list of three professional references;
4. Answers to application questions;
5. Completed employee verification, authorization, and release statement; and
6. Completed federal reporting form.

The position will be posted until filled.



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## Application Questions

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### Instructions:

Please include the following information when you submit your cover letter and resume for the Oasis Administrative Assistant position at Canopy Center.

Basic Qualifications of Position – Please consider the qualifications listed below. If you have not done so in your cover letter or resume, please CLEARLY state how you meet the qualifications.

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Please answer the following questions:

1. Is there a name you prefer to be called (other than the one on your resume)? \_\_\_\_\_
2. What pronouns should we use when referring to you? (optional) \_\_\_\_\_
3. Are you proficient in word processing and spreadsheet software (Microsoft Word / Google Docs, Excel / Sheets) and willing to learn new software for client information management as needed? (Please note: a brief computer competency test will be given alongside your interview.)  
 Yes     No
4. If required, do you have a valid Wisconsin driver's license?  
 Yes     No
5. The hours required for this position are: 27 hours a week: 8:30a.m. - 5:30p.m. Mondays, Tuesdays, and Thursdays. Do you have any ongoing schedule conflicts with the times above?  
 Yes     No    If yes, please specify: \_\_\_\_\_

6. Are there any days/times you are NOT currently available to work?

Yes     No    If yes, please specify: \_\_\_\_\_

7. How did you learn of the position opening with our agency?

Agency website

Job Announcement posting

If so, where? \_\_\_\_\_

Word of mouth

Other: \_\_\_\_\_



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## Employee Verification, Authorization & Release Statement

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I certify that the information provided by me in my application for employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions can lead to my immediate dismissal, and I agree that Canopy Center, Inc. shall not be held liable in any respect if my employment is terminated for that reason. You are hereby authorized to verify the information I have supplied and to conduct any investigation of my personal history. I authorize the companies, schools, and persons that I have identified in my application or resume, or any references provided separately, to give any information requested regarding my employment, character, and qualifications, and release and hold harmless Canopy Center, Inc., and the companies, schools, and persons from any liability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



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## Federal Government Reporting Form

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The following information is requested to meet requirements for federal government reporting, payroll and fringe benefits, procedures, and research purposes. In responding, applicants will know that the data will be used for these purposes only and that federal, state, and county laws forbid discrimination based on age, sex, race, religion, handicap or ethnic group. **Please note that providing this information is optional.**

Name \_\_\_\_\_ Current Date: \_\_\_\_\_

Position applied for \_\_\_\_\_ Oasis Administrative Assistant \_\_\_\_\_

Sex: Female \_\_\_\_ | Male \_\_\_\_ | Other \_\_\_\_ Date of Birth: \_\_\_\_\_

Disability: Yes \_\_\_\_ No \_\_\_\_ Armed Forces Veteran: Yes \_\_\_\_ No \_\_\_\_

Ethnic/Racial Background:

Alaskan Indian \_\_\_\_\_

African American/Black \_\_\_\_\_

American Indian \_\_\_\_\_

Asian \_\_\_\_\_

Hispanic/Latino \_\_\_\_\_

White/Caucasian \_\_\_\_\_



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## Benefits Summary

**Health-Vision Insurance** Agency-sponsored policy available to all regular employees, 20 hours or more, with a premium paid 90% by the Agency for employee-only coverage. Employees wishing to add one qualifying individual will have the Agency cover 70% of the premium. Family premiums are paid 50% by the Agency. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days from date of hire.

**Dental Insurance** Available to all regular employees, 20 hours or more. Employees may choose a single or family coverage with the premium paid 100% by the employee. All premiums will be deducted pre-tax from payroll. Eligible employees may begin coverage on the first of the month following 30 days of hire.

**Group Life Insurance** Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides insurance benefits of \$10,000 to your beneficiary if your death occurs while you are in our active employment and prior to your retirement. Eligible employees will be auto-enrolled in coverage on the first day of the month following 3 months of employment.

**Long-Term Disability Insurance** Available to all regular employees, 20 hours or more, with premiums paid 100% by the Agency. This benefit provides income continuation coverage of 60% of an employee's salary during prolonged disability following a qualifying period of 90 calendar days. Coverage begins the first of the month following 3 months of employment for eligible employees.

**Retirement savings** Employees may sign up for a SIMPLE IRA during the open enrollment period if they have earned a minimum of \$5,000 during that year and can expect to earn a minimum of \$5,000 in the following year. The agency matches up to 3% of annual salary if the employee makes personal contributions to the plan.

Additional retirement accounts are available to all regular employees. This benefit allows employees to contribute a portion of their compensation into a personal retirement savings account. All contributions to these plans are made solely by the employee. Accounts are established on an individual basis so that upon termination with the agency, the employee may continue to contribute to the account if they so choose. Investment options, tax benefits, and withdrawal restrictions are dependent on each employee's individual situation.

**Flexible Spending Account** Available to all regular employees, 20 hours or more, with 100% of administration costs paid by the Agency. This IRS approved tax-savings program allows you to save taxes by paying for certain expenses on a before-tax basis. Employees can put pre-tax dollars into this account to

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The above listing is a summary of current benefits available and is intended for summary purposes only. Benefit plans and their provisions are subject to change, addition or deletion without prior notice; continuation of any benefit plan is not implied and remains at the sole discretion of The Canopy Center, Inc. In the event information presented within this document differs from the Plan Document, the formal Plan Document will always govern.

cover the cost of certain out-of-pocket expenses for themselves and their dependents. Eligible employees may begin coverage upon starting employment.

**Employee Assistance Program (EAP)** Available to all employees and interns and their family members. The EAP funds up to five short-term counseling sessions through an independent agency, and can assist with many personal, family, and/or job-related stressors and challenges. It is 100% funded by the agency and strictly confidential.

**Paid Vacation Benefits** Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent (based on FTE) of:

- 2 weeks in first year of employment (80 hours for a 40-hour employee)
- 3 weeks in second and third year of employment (120 hours for a 40-hour employee)
- 4 weeks in fourth and subsequent years of employment (160 hours for a 40-hour employee)

**Paid Sick Time Benefits** Available to all regular employees, 20 hours or more. Each qualifying employee earns an equivalent of two weeks of sick time per year. For the initial year, one of the two weeks is awarded upon hire; thereafter, a proportional amount is awarded each month. Sick time is carried over from one year to the next until the amount of sick time accrued equals a maximum of 12 weeks (480 hours for a 40-hour employee).

**Paid Holiday Time** Available to all regular employees, 20 hours or more. The following holidays are observed: New Year's Day, Martin Luther King, Jr. Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve Day (1/2 day). Each qualifying employee earns an equivalent of 10.5 days of Holiday time per year (this is based on FTE and includes time for two personal holidays).

**Compensatory Time** Available to all regular salaried employees. Compensatory (comp) time may be given for hours worked over the number of typically scheduled hours, with prior approval from supervisor, and may be used in lieu of vacation time. Employees can hold up to one week of comp time hours (40 for a 40-hour employee) at any given time.

**Staff Health and Wellness Fund** Available to all employees and interns. The Staff Health and Wellness Fund provides for activities that enhance mental, physical, social, and emotional health for staff, thereby resulting in improved individual well-being, productivity, and morale, as well as connection and camaraderie among all staff. Funds are used for activities for all staff and for specific program staff.

**Continuing Education** Available to all regular employees, 20 hours or more. Workshops/conference attendance, pre-approved by the employee's direct supervisor and the Executive Director, will be paid for by the agency. Travel, lodging, mileage, and work hours will also be covered by the agency.

**Pay periods** Employees are paid on the 15th and last day of each month.

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