

Volunteer Position: Front Desk Support Organization: Asian American Recovery Services

Asian American Recovery Services, A Program of HealthRIGHT 360 – San Jose, CA

AARS/HR 360 has an opportunity for an individual who has a passion for enriching the lives in the local community. Learn all of the different aspects of our organization by assisting with administrative tasks in each program. Volunteers interacting with our clients will welcome and greet visitors either in person or on the telephone. This will be a great opportunity to gain experience in a moderate paced office setting, all while giving back to our community!

This position includes:

- Welcoming all guests
- Answering and directing phone calls accordingly
- Providing friendly and professional service
- Assembling charts
- Filing/Faxing/Photocopying
- Special projects to help solidify skillsets

Requirements

- 18 and older
- Ability to maintain client confidentiality
- Pass background check and TB test
- Complete orientation



Skills needed:

Personable, friendly, patient demeanor, customer service oriented, flexible, punctual, and reliable. Ability to work a multiline phone system a plus!

Commitment:

We offer flexible volunteer hours. Our agency is open on Monday and Friday from 9am to 6pm, and Tuesday through Thursday from 9am to 8pm. Minimum of 2 hours per day.

Who We Are: At Asian American Recovery Services (AARS), we provide mental health and substance use services for both youth and adults. Currently, AARS is the only outpatient substance use service agency providing weekly monolingual treatment groups in Tagalog and Vietnamese.

Our Mission: HealthRIGHT 360 gives hope, builds health, and changes lives for people in need. We do this by providing compassionate, integrated care that includes primary medical, mental health, substance use disorder treatment and re-entry services.