

ADMINISTRATIVE ASSISTANT

Would you like to start your career in the Mental Health and Addictions field?

Then you've come to the right place!

Apply to be an Administrative Assistant today!

"The thing I love the most about my job as an administrative assistant is creating meaningful connections with our patients, supporting them through their recovery, and then celebrating alongside them as they complete their treatment with us. I can feel the pride that they feel as they complete our program, and that makes this job extremely rewarding!"

–Sarah Kaiser, CCS at East Amherst

Why do I want to work for Horizon?

- Award winning culture
- Career growth and continual education training opportunities
- Generous paid time off (PTO)
- Summer hours
- 401k Match and Profit Sharing programs and more!

What will my day look like?

- Welcome all patients with exemplary customer service
- Manage, triage, and support administrative responsibilities, via phone and email
- Oversee all scheduled appointments and prepare the chart and record requests for clinicians and providers
- Problem solve and creatively improve administrative operations to support the overall functioning of the clinic

What has prepared me for this opportunity?

- Experience working in fast-paced environment
- Ability to take initiative and challenge the status quo
- Capacity to accept working in a dynamic environment that changes with community needs
- High school diploma with 5 years of experience or an advanced degree

Let us show you what it's like to work for a best company!



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FOOD SERVICE ASSISTANT

Are you seeking to begin or continue your career in the food service industry?

Do you want to work in a role where you will be able to make a difference in someone's life on a daily basis?

Apply to be a Food Service Assistant today!

Why do I want to work for Horizon?

- Award winning culture
- Generous paid time off (PTO)
- Opportunities to grow in culinary ability and responsibilities in a challenging and educational environment
- 401(k) Match and Profit Sharing programs and more!

What will my day look like?

- Prepare meals for patients and prep items for later service
- Attend to appearance, quality, and proper portioning of all menu items
- Maintain a clean and safe working environment, keeping equipment in clean and proper working order
- Adhere to FDA, USDA, State, and County safe food handling procedures
- Maintain proper documentation of temperatures, meal counts, and production sheets
- Project a positive attitude and exemplary customer service when interacting with patients
- Clearly and effectively communicate with coworkers and patients
- Demonstrate the ability to work and adapt to change in a fast-paced environment
- Follow a four-week cycle menu and creatively assist in seasonal modifications

What has prepared me for this opportunity?

- High school diploma with two or more years of cooking experience in reception-style setting, long-term care setting, or similar facility

OR

- Associate's degree in Culinary Arts

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BEHAVIORAL HEALTH ASSISTANT

Are you looking for a career in the Mental Health and Addictions field in a role that allows you to help patients on a daily basis?

Then you've come to the right place!

Apply to be a Behavioral Health Assistant today!

"Working as a Behavioral Health Assistant at Horizon Village is both a challenging and rewarding career. Seeing our patients transform from the moment they step into our building until the day they leave is definitely the biggest reward. The company itself and the people I work with are some of the most compassionate and hardworking people I know."

-Dawn Pozak, Transitional Support Recovery Coach | Terrace House-Horizon Village

Why do I want to work for Horizon?

- Award winning culture
- Career growth and continual education training opportunities
- Generous paid time off (PTO)
- Shift Differentials
- 401k Match and Profit Sharing programs and more!

What will my day look like?

- Assist with all admissions and discharges
- Perform hourly rounds to ensure patient safety
- Complete searches throughout the facility
- Complete toxicology screenings
- Supervise wellness and family group activities
- Guide patients through difficulties of recovery
- Address patient behaviors in a patient-centered approach

What has prepared me for this opportunity?

- A bachelor's degree -or- An Associate's degree -or- High School Diploma or equivalent with 2 years of relevant work in behavioral health setting or customer service role
- A valid driver's license and 3 years of driving experience

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