



# Arapahoe House

*Arapahoe House provides substance abuse treatment and mental health services to vulnerable individuals and families in metro Denver.*








## Unit Assistant Volunteer Opportunity

**MISSION:** The mission of Arapahoe House is to provide a continuum of accessible, affordable, and effective services for individuals and families with alcohol, drug and other behavioral health problems.

**TITLE OF POSITION:** Unit Assistant Volunteer




**OBJECTIVE:** Provide administrative assistance to Arapahoe House residential, outpatient or detox facilities.

**DUTIES MAY INCLUDE:**

-  Operating telephone system to receive incoming messages.
-  Data entry, typing memos, correspondence, reports, and other documents.
-  Collecting and distributing mail and messages.
-  Receiving and documenting payments for services.
-  Assisting in client check in process.
-  Performing a variety of clerical duties.
-  Assist with urine and blood analysis.

**COMMITMENT REQUIRED:** Flexible commitment based on needs of programs and schedule of the volunteer.

**QUALIFICATIONS:**

-  Professional administrative experience highly desired.
-  Willingness to undergo background check.
-  Ability to maintain client confidentiality.

**ORIENTATION AND TRAINING PROVIDED:** Volunteers may be required to participate in the agency's orientation. On-site supervision and training are provided by staff at the facility.

**LOCATION OF JOB:** Multiple locations across Denver Metro area with flexible schedule. All Arapahoe House locations are smoke-free environments.

**CONTACT:** Kristen Babbitt, Development Assistant at (303) 412-3643 or [volunteers@ahinc.org](mailto:volunteers@ahinc.org).