

Reports to: Office Coordinator/HR

Employment status: Non-Exempt/Full Time

Qualifications:

1. High school diploma or the equivalent. May also possess a vocational certificate/diploma in Business and Office Administration.
2. Understanding of confidentiality/ HIPPA.
3. General computer skills, experience involving contact with the public.
4. Very good Communication Skills
5. Current and valid New York State driver's license

Job Responsibilities:

1. Greet counseling clients and assist them in preparing the necessary paperwork for the counselor.
2. Keep a backup supply of client EAP/Counseling folders.
3. Assist with filing of EAP and other Counseling folders.
4. Maintains/updates Clinical and EAP staff calendars.
5. EAP and Clinical Program data entry.
6. Answer phones and make appointments as needed, record payments.
7. Log Daily Contact sheets received and enter all intakes and record any changes in CTS program.
8. Assist with preparation of Agency Trainings and Events
 - a. Complete attendance sheets
 - b. Preparation of all materials
9. Assist with maintenance of agency mailing list.
10. Assist with flyer, newsletter development.
11. Monitors, and orders office supplies. Maintains office machines, including fax machine, copier, and printer.
12. Maintains the waiting room area, and personal workspace.
13. Check in and distribute incoming mail, record deposits. Weigh and stamp outgoing mail.
14. Run reports/type billing forms for Finance Department.
15. Do other office filing, copying, and other tasks as requested by the Office Coordinator or the Chief Executive Officer.
16. Ensure satellite offices receive necessary documents, and that necessary documents are received back when needed.
17. Intake services and scheduling of first appointments to appropriate counselor
18. Serve as back-up to other Program Assistants.
19. Contributes to team effort by performing other duties as assigned by the Associate Director/or CEO
20. Promote a positive workplace environment.

 Employee's signature

 Date

 Executive Director's signature

 Date