

# ***FAMILY SERVICE***

# **JOB POSTING FORM**

DATE: June 25, 2010

PROGRAM: Florence Klemmer Alternative Home

JOB TITLE: Program Secretary

AVAILABLE SCHEDULE: Mon-Fri 9am- 4pm

PRIMARY FUNDING SOURCE: Department of Children & Families

POPULATION SERVED: Indirect Service Position

QUALIFICATIONS: High School diploma, minimum typing speed of 55wpm a plus, working knowledge of Microsoft Word, Microsoft Office, Excel, Data Entry, excellent math skills, highly organized, ability to prioritize, flexible. Must have valid drivers license

COMPETENCIES: Ability to prioritize, communicate effectively with all levels of personnel, possess excellent public relations skills, and maintain the highest level of confidentiality

RESPONSIBILITIES: Under the supervision of the Program Supervisor, the Program Secretary is responsible for overall office management of the program, including but not limited to:

- Responding to all telephone calls;
- Taking Staff Meeting and Committee Meeting minutes;
- Managing information stored in computer (data entry and retrieval);
- Entering all necessary consumer information in to clinical database (CDT);
- Providing all statistics and reports required by Administrative Office, funding sources, etc.;
- Responsible for acquiring and reconciling petty cash, cash advances, and check requests;
- Traveling to Administrative Office to pick up mail and handle related duties at least twice weekly;
- Responding to emergency situations as directed by the Program Supervisor
- Coordinating program meetings/events, as needed.

PERSON TO CONTACT: Maria Merlino fax 856-778-2184

OFF SITE FACILITY LOCATION: Mount Laurel, NJ

Family Service considers applicants for all positions without regard to: race; color; religion; sex; national origin; age; sexual orientation; marital or veteran status; the presence of a medical condition, or handicap, unrelated to performing the tasks of the job; or any other legally protected status.