

FAMILY SERVICE

JOB POSTING FORM

DATE: July 7, 2010

PROGRAM: Seasons Counseling and Consultation

JOB TITLE: Program Secretary

SCHEDULE AVAILABLE: 9 AM-5 PM (35 hours)

PRIMARY FUNDING SOURCE & TITLE: United Way

POPULATION SERVED: Adult and Children age 6+ (outpatient program)

COMPENTENCIES: Knowledge of Word, Excel, and CDT; Must be flexible, organized and able to prioritize; Professional telephone and personable skills.

QUALIFICATIONS: High school diploma or equivalency; Ability to type 55 WPM; Score minimum of 90% in basic math test; Valid driver's license

RESPONSIBILITIES: Under the direction of the Program Supervisor, the Program Secretary will have the following responsibilities:

- Answer phone calls and take messages
- Pick up and distribute mail, including to Moorestown office
- Photocopy and fax as necessary
- Review Daily Direct Service Logs (DDSL) for accuracy
- Import progress notes and type clinical documentation into CDT.
- Monthly Medicaid check
- Responsible for money management
- Filing and organizing
- Drafting letters; recording and distributing meeting minutes
- Maintaining various spreadsheets
- Ordering and inventory of supplies
- Assist Program Supervisor and Access Coordinator with other duties as necessary

BENEFITS: Eligible for full time benefits

PERSON TO CONTACT: Karen Langefeld, Program Supervisor
Fax: (609) 261-8648

OFF SITE FACILITY LOCATION: Mt. Holly and Moorestown

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.