



**GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.**

**JOB VACANCY**

**CLINICAL SECRETARY**

**QUALIFICATIONS:**

Part time. Associates Degree preferred or minimally 3 years clerical experience. Schedule flexibility will be important as GCASA Methadone program hours include weekdays, evenings, weekends and some holidays. Must be free of active addiction including tobacco. Pre-employment background/post offer drug screening required. Valid NYS driver's license and method of transportation required. This is an hourly nonexempt job. EOE

**RESPONSIBILITIES:**

Detail-oriented individual needed for clerical/duties in fast paced office. Responsibilities would include overseeing office equipment, computer entry, filing, program purchases, scheduling, as well as other various tasks. Must be computer literate and be able to work effectively with patients and staff. Promptly responds to internal/external telephone communications. Manage patient appointments, as well as verifying insurance and securing payment for services as required. Contributes to the secure and comfortable atmosphere by conducting opening and closing procedures.

**LOCATION:** 430 East Main Street, Batavia, NY 14020

**FOR MORE INFORMATION OR TO APPLY:**

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: [kcorcoran@gcasa.org](mailto:kcorcoran@gcasa.org)

**POSTED:**

4/23/19

Genesee/Orleans Council-on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.