

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

JOB VACANCY

RECOVERY ASSISTANT

Reporting Relationship:

This position is under the supervision of the Director of Project Innovation and Expansion.

Duties: The Recovery Assistant will be responsible for providing program, clerical, and administrative support to the Recovery Center and Recovery Center Coordinator with support provided to the Peer Supervisor and Peer Team when requested by the program Director. Responsibilities include but are not limited to:

1. Greeting recoverees and Recovery Center visitors in a polite and welcoming manner and providing them with information, direction, or assistance with sign-in and locating programs, staff, or facilities as needed. This includes assigning security badges as needed and collecting those badges when individuals leave.
2. Assisting with inputting information into the monthly activities calendar and printing and distributing and electronically posting the schedule for easy visitor access and GCASA staff and broad public viewing.
3. Assisting with Recovery Center data tracking and reporting.
4. Courteously collecting demographic, insurance, other intake information and program participation information from recoverees, securing consents, and correctly entering data and signed consents into agency electronic systems.
5. Assisting with collecting, tracking, and reporting volunteer information and assisting with the volunteer schedule.
6. Assisting with verifying insurance and securing copay or other fee for service as required.
7. Responding to telephone communications with a courteous and respectful tone and directing the caller to the appropriate person or department.
8. Opening, logging, and distributing Recovery Center mail in a timely and accurate manner.
9. Assisting Recovery Team members with communications, reports, filing, and schedules.
10. Contributing to a secure and comfortable atmosphere at all times.
11. Conducting Recovery Center opening and closing procedures as needed.
12. Ordering supplies as directed.
13. Performing all duties efficiently, maintaining a neat and orderly work area.
14. Performing other duties as assigned.

Qualifications:

High school diploma or equivalent strongly encouraged; 2 years of college or 2 years or relevant work experience preferred. The selected individual must demonstrate strong skills in the following areas: use of Microsoft Outlook, Word, and Excel; use of Google Chrome; verbal and written communication; collaboration; ability to work independently; and organization. Knowledge of community resources and agencies and of the disease of addiction and the recovery process are required. Local travel within the immediate tri-county region may be required. Travel outside of the tri-county region may be required occasionally. Valid NYS driver's license and method of transportation required. Must be free of active addiction, including tobacco. Pre-employment background check/post offer drug screening required. EOE

Vacancy at: GCASA's Batavia location

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

POSTED:

10/17/19

DEADLINE:

ASAP

Genesee/Orleans Council on Alcoholism and Substance Abuse does not discriminate on the basis of race, color, national origin, creed, sexual orientation, age, handicap, 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.