



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

JOB VACANCY

CLINIC SECRETARY

QUALIFICATIONS:

Two positions available; one in Albion and one in Batavia. Full time, 35 hours per week. High School graduate with at least 3 years office/billing experience, or Associates degree with at least one-year office/billing experience.

RESPONSIBILITIES:

Detail-oriented individual needed for clerical/reception duties in an outpatient treatment program. Responsibilities would include reception, phones, computer entry, filing, as well as other various tasks. Evening office coverage required. Pre-employment/Post offer background and drug screening required. EOE

VACANCY AT: 249 East Avenue, Albion and 430 East Main Street, Batavia

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

POSTED:

3/11/2020

DEADLINE:

ASAP

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.