

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

JOB VACANCY

SECRETARY – DETOX

SUPERVISION: Reports to the Program Manager or his/her designee.

DUTIES:

Responsible for secretarial/office duties for the detox clinic as well as additional administrative secretarial duties to include:

- Greets and directs patients, visitors, employees, physicians and other inquiring parties in a courteous and helpful manner.
- Answers all telephone by the third ring; identifies oneself by name and department; and assists the caller (including returning calls and pages and transferring calls) in a timely manner per established department procedure.
- Transcribes physician orders and enters patient charge data into the EHR computer system in an accurate and timely manner 100% of the time. Sets priorities in work, separating emergencies/STAT orders from regular work flow following Nursing Services policies and procedures.
- Answers call lights appropriately and in a professional manner. Obtains necessary help for patients in a timely manner.
- Accepts, documents and delivers pertinent information and messages to appropriate personnel accurately and in a timely manner.
- Assembles and maintains patient records and unit documents in a complete and accurate manner per established department procedures with minimal exceptions.
- Maintains adequate supply of forms, materials and other supplies as outlined in established department procedures so that required materials are at appropriate levels 100% of the time.
- Schedules and confirms all necessary tests and appointments in an accurate and timely manner 100% of the time.
- Keeps work station neat and reports equipment failures or other unusual circumstances to appropriate manager per established departmental procedures. Performs other duties as assigned.

REQUIREMENTS

High School Graduate or Equivalent, with minimally one year health care and/or clerical experience, Knowledge of Medical Terminology preferred. Excellent communication skills to interact with patients, visitors and staff. Ability to manage time and organize daily schedule to meet productivity standards.

Must have valid clean NYS license and method of transportation. Basic computer skills in word processing, e-mail, and Internet use. Must be addiction free including nicotine. Valid NYS license and method of transportation necessary. This is a nonexempt hourly job.

LOCATION: 424 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

POSTED:

3/22/2022

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.