



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

**JOB VACANCY**

**RESIDENTIAL SECRETARY**

**REPORTING RELATIONSHIP:** Reports to Operational/House Manager or his/her designee/

**SUMMARY OF DUTIES:**

Full time. Responsible for smooth operation of secretarial duties for residential program. This position assumes clerical, financial and secretarial duties. Promptly responds to internal/external telephone communications with a courteous and respectful tone. Prepares and tracks client's toxicology process, including knowledge of insurance updates, as well as ordering of supplies. Assist counselors and director with correspondence, reports (payment logs), track resident volunteer hours, filing and schedules, and other requests as needed. Oversee items such as key fobs, office petty cash, etc. Open, log and distribute mail in a timely fashion. Perform all duties efficiently, maintaining a neat and orderly work area.

**QUALIFICATIONS:**

Strict adherence to confidentiality of all information related to the clients and the agency. Two years related office experience. Knowledge of the field of substance use beneficial. Basic computer skills in word processing, e-mail, and Internet use. Must be addiction free including nicotine. Physical Demands: Able to maneuver in and around the agency. May required extended periods of time sitting. Must be addiction free, including tobacco. Pre-employment background check/post offer drug screening required. Valid NYS license and method of transportation required. This is an hourly non-exempt position. EOE

**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](mailto: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.