



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

**JOB VACANCY**

**SECRETARY**

**QUALIFICATIONS:**

Full time – 35 hours per week. High School graduate with at least 2 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 addictions treatment program. Responsibilities would include reception, phones, computer entry, filing, as well as other various tasks. Evening office coverage may be required. Pre-employment/Post offer background and drug screening required. Starting pay: \$15 per hour. Excellent benefit package. EOE

**VACANCY AT:** GCASA's Outpatient & Detox Clinics in 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](mailto:kcorcoran@gcasa.org)

**POSTED:**

5/20/2022

**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.