

JOB DESCRIPTION # 87.5

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Administrative Assistant

JOB CATEGORY: Administrative Support Staff

REPORTS TO: Assistant Vice President / Program Director

BASIC FUNCTIONS: To perform a variety of administrative, secretarial and clerical duties to ensure the smooth functioning of Seven Hills Clinical Associates, Inc.

QUALIFICATIONS: High School graduate with two (2) years related office experience. Valid Driver's License with access to a vehicle required.

SCHEDULE: This is a full time position with hours primarily 8:00 a.m. to 4:00 p.m.

RESPONSIBILITIES/OBJECTIVES:

- In conjunction with the Management Staff, develops, supervises and maintains all office policies and procedures.
- To maintain filing systems, including student confidential files.
- To maintain participant and staff attendance records, including balances of accrued time for staff.
- To maintain a directory of Student Information and General Phone Directory.
- To maintain inventory and order as needed; office supplies and other program supplies as assigned.
- Maintain sites' SHF Policy and Procedure Manuals and Program Specific Policy and Procedure Manuals as assigned.
- To assume responsibility for the timely processing and maintaining of records of personnel time, Industrial Accident Reports forms sent to SHF Human Resource Department.
- To act as a receptionist and telephone operator including maintaining visitor log and toll call sheets, as needed.
- To maintain fiscal records for petty cash and other program monies received/used and to monitor security of monies kept at the program.
- To complete billing, attendance, and ancillary tasks for all students, including the data entry into the Center's computer system on a timely basis.
- Maintain student's records as requested.
- To oversee and complete timely submission of all DOE/LEA mandated forms as assigned.
- To be familiar with the subsidiaries overall operation as established by written description of service and organization information.

- Be familiar with, and assist in the implementation of, the Seven Hills Foundation Policies & Procedures, the site’s Program Specific Policies & Procedures and the regulations governing the program.
- To perform additional duties as required or directed.

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundations operating subsidiaries.

PHYSICAL REQUIREMENTS:

- Ability to drive.
- While performing required job tasks, physically able to remain seating frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possess dexterity abilities required to frequently perform typing, to operate office equipment, to perform filing, and to perform related job responsibilities.

STATUS: Non-Exempt

STATE CONTRACT CROSS-REFERENCE TITLE: Program Secretarial/Clerical Staff #137

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date