

**JOB DESCRIPTION # 87.3**

**TITLE:** Ancillary Support Professional

**FUNCTIONAL TITLE:** Administrative Assistant / Clerical Support

**JOB CATEGORY:** Administrative Support Staff

**REPORTS TO:** Vice President of Seven Hills Family Services, Inc.

**BASIC FUNCTIONS:** Provides overall clerical and administrative assistance to all subsidiary components.

**SCOPE:** This is a clerical support position responsible for the day-to-day management of the clerical needs of all subsidiary components.

**QUALIFICATIONS:** Minimum High School diploma plus one (1) year of related office experience. Ability to type 50 words per minute.

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

**RESPONSIBILITIES / OBJECTIVES:**

To conduct all clerical duties as assigned by the Vice President of Seven Hills Family Services, Inc. Functions include, but not limited to the following:

- Overall management and responsibility for Career Source Administrative Office.
  - Support by actions and responsibilities all directors and managers of Career Source.
- Typing reports, correspondence and meeting minutes.
  - Arrange meeting schedules as necessary.
  - Take meeting minutes and create document for distribution.
- Typing and assembling contracts and proposals.
  - Maintain accurate filings of all contracts and related information.
- Typing and maintaining current listings of:
  - Incident database & quarterly responses from directors.
  - Database for performance reviews – update regularly.
  - Regular update of the table of organization for assigned programs.
  - Job descriptions & related Performance review materials.

- To be responsible for the control of consumer case records and for assuring the implementation of the facility's policies and procedures pertaining to case record including:
  - Maintenance of record checkout sheets;
  - Typing, entry, and removal of materials in case records.
  - Serve as a member of the case Record Review Committee.
  - Ensure that SHFS Vice President and Directors have up-to-date Policy and Procedure books.
- To distribute mail to and from the Vice President, as warranted.
- To be responsible for maintaining a record of and typing all Purchase Orders and coordinating records with the Seven Hills Foundation Fiscal Office.
  - Prepare on-going monthly program database of purchase orders per program.
- To be responsible for all of the subsidiary forms and maintaining an adequate supply of same.
- Maintain time sheets and schedules of certain SHFS staff as assigned.
- To be responsible for office supplies and equipment, including maintaining records of purchase source and costs, maintaining office supply inventory and overseeing operation of photocopier.
- As assigned, to photocopy, file, distribute and/or mail paperwork from Bingo games, as well as coordinate transfer of paperwork with the Fiscal Office.
- To be familiar with the subsidiaries overall operation as established by written description of service and organization information.
- Provide Back up to consumer payroll system as necessary.
- To perform additional duties as assigned by the Vice President and /or his/her designee.

**EXPECTATIONS:**

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

**PHYSICAL REQUIREMENTS:** Ability to sit for extended periods of time. Ability to lift 15-20 lbs. on an occasional basis.

**STATUS:** Non-Exempt

**STATE CONTRACT REFERENCE TITLE:** Program Director #102

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date