



Position Announcement

POSITION: Part Time Program Secretary
(Transition Age Program)

SALARY: \$11.30 - \$12.71 per hour

OVERVIEW:

The Program Secretary provides organizational and administrative support for the efficient operation of the Transition Age Program by performing all clerical and office duties. This position comes in contact with confidential information and as such must maintain the program standard of strict confidentiality.

Duties include, but are not limited to:

- Welcome clients who are arriving at the site and who may be in crisis or experiencing a stressful situation. This must be done in a non-judgmental manner, by offering compassion and making them feel comfortable and non-threatened.
- Screen daily phone calls to determine the appropriate contact person or service needed and direct the call to the proper staff member, taking messages as necessary.
- Draft correspondence requested by the Program Manager, including but not limited to, staffing, schedules, evaluations, event announcements, reports and other various correspondence.
- Set up charts for new clients and process all necessary paperwork, including but not limited to, Medi-Cal check, send cleared checks to supervisors, send out referral receipt forms, etc.
- Maintain client information, entering services rendered within the agency and other important and/or confidential information.
- Develop and maintain files and a follow-up system for the program.
- Complete billing audit for all client charts for services from the previous month on a monthly basis.
- Input staff productivity into the Productivity Worksheet throughout the month and when completed, calculate staff days worked and then forward to Program Manager for review.
- Attend monthly QI Coordination Meeting and monthly Avatar Forum.
- Prepare staff meeting agenda, attend meetings, take meeting minutes, and prepare and distribute minutes.

QUALIFICATIONS:

A High School diploma or GED is required. AA or BA degree is preferred.

Two (2) years of office/clerical experience is required.

TO APPLY:

Fax: (866) 659-6866

E-mail: jobs@kidshome.org

Website: www.kidshome.org

SCH offers competitive salaries and excellent benefits.
For additional details please visit our website at www.kidshome.org.
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