TRANSITIONAL SERVICES OF NEW YORK FOR L.I., INC.
HAVEN HOUSE/BRIDGES, INC.
PROGRAM SECRETARY
JOB DESCRIPTION

Duties include but are not limited to:

Essential Job Functions

- Word process memos, correspondence, reports, and other documents. Responsible for word-processing Agency related development including new and revised forms; finalize for distribution. Maintain current form lists.
- Process and distribute all program site documentation.
- Ensure all incoming mail is logged/copied/filed.
- Distribute office supplies and Monthly Forms for all Agency sites.
- Responsible for updating HHB Shelter Statistics, Pathways Program Outcomes, and processing Quality Assurance documentation including tools and surveys.
- Required to be ambulatory and able to perform all job functions.
- Responsible to comply with all Agency Policies including Agency Code of Conduct and Confidentiality Policies, Medicaid Compliance Program and Protocols and Justice Center Code of Conduct.
- Maintain attendance and punctuality. Notify supervisor when late or absent. Provide adequate notice when scheduling time off.

Job Duties

- Professionally process all incoming calls and visitors.
- Receive, sort, and distribute incoming mail and express mail services. Responsible for all outgoing mail and express services.
- Responsible to contact service providers for office equipment including printers, copiers, fax, and postage machines.
- Photocopying, faxing, and filing documents.
- Provide administrative support to other departments and perform clerical duties on projects as needed.
- Reports to Administrative Assistant.