

Mental Health Association in Orange County, Inc.



HUDSON HOUSE ADMINISTRATIVE ASSISTANT JOB POSTING

- I. **Title:** Hudson House Administrative Assistant
- II. **Reports to:** Home and Community Based Services (HCBS) Manager
- III. **Job Objective:**
- Assist Hudson House, HCBS, Care Coordination, Housing and Vocational staff by answering telephones and performing varied clerical duties.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- IV. **Qualifications:**
- High School Diploma.
 - Effective written and oral communication skills.
 - Must be detail orientated, organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - Proficiency in MS Word, Publisher and Excel.
- V. **Responsibilities:**
- Greet staff, members and visitors entering Hudson House.
 - Answer, screen and direct incoming phone calls.
 - Maintain a clean and organized reception area.
 - Train new employees on office procedures.
 - Provide data entry into electronic databases.
 - Retrieve and distribute phone messages from the Hudson House general mailbox.
 - Maintain visitor log.
 - Maintain computer lab log.
 - Monitor visitor access and maintain security of front office space.

- Provide administrative and clerical support to Hudson House, HCBS, Care Coordination, Housing and Vocational programs.
- Receive and sort mail and office supply deliveries.
- Fax and photocopy paperwork as requested by HCBS Manager.
- Process incoming and outgoing mail.
- Schedule and maintain vehicle maintenance, oil changes and annual inspections.
- Maintain vehicle car washing schedule.
- Order building supplies as needed.
- Order monthly Hudson House, HCBS, Care Coordination, Housing and Vocational program office supplies.
- Submit maintenance requests as needed.
- Request and distribute employee parking passes as needed.
- Maintain Hudson House office supply cabinet.
- Update Hudson House daily forms as needed.

VI. *Other Duties:*

- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

VII. *Terms of Employment/Benefits:*

- Non-Exempt.
- Fourty (40) hours per week from 9am-5pm.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

**Please send letter of intent and resume to:
 Maxine Edwards
 Mental Health Association in Orange Co. Inc.
 73 James P. Kelly Way
 Middletown, NY 10940
 or fax to (845) 343-9665
 or email to medwards@mhaorangenyc.com**