

## **NEW POSITION**

### **Mental Health Association in Orange County, Inc.**



#### **HUDSON HOUSE RECEPTIONIST JOB POSTING**

- I. **Title:** Hudson House Receptionist
- II. **Reports to:** Home and Community Based Services (HCBS) Manager
- III. **Job Objective:**
- Assist Hudson House 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 organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
- V. **Responsibilities:**
- Greet staff, members and visitors entering Hudson House.
  - Answer, screen and direct incoming phone calls.
  - 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 clerical support to Hudson House and Vocational programs.
  - Reserve conference room space as needed.
  - 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 Office supplies.
- Submit maintenance request as needed.
- Request and distribute employee parking passes as needed.
- Maintain Hudson House office supply cabinet.

**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.
- Thirty (30) hours per week from 8am-2pm.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

**Please send letter of intent and resume to:  
Michelle Roe  
Mental Health Association in Orange Co. Inc.  
73 James P. Kelly Way  
Middletown, NY 10940  
or fax to (845) 343-9665  
or email to [mroe@mhaorangeny.com](mailto:mroe@mhaorangeny.com)**