

JOB DESCRIPTION # 87.2

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Secretary

JOB CATEGORY: Administrative Support Staff

REPORTS TO: Administrative Assistant

BASIC FUNCTIONS: To perform a variety of administrative, secretarial and clerical duties to ensure the smooth functioning of the Day Habilitation and Adult Day Health Programs. To assist in providing transportation to Assistant Vice President to assigned programs.

QUALIFICATIONS: High School graduate or minimum of one year related office experience.

SCHEDULE: This is a part time position with hours primarily _____ a.m. to _____ p.m.
_____ days per week.

RESPONSIBILITIES/OBJECTIVES:

- To perform data entry tasks.
- To perform assigned clerical and secretarial tasks including but not limited to typing, filing, copying and other related office tasks.
- To assist in ancillary tasks of billing including computerized REVS Mass Health eligibility system.
- To act as a receptionist and telephone operator as assigned.
- To assist the Administrative Assistant on special projects as assigned.
- To be familiar with the regulations and statues governing and insuring the human rights of program participants.
- Be familiar with, and assist in the implementation of, the Seven Hills Foundation Policies & Procedures, the site's Program Specific Policies & Procedures and the regulations governing the program.
- To perform additional duties as required or directed.

EXPECTATIONS:

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

PHYSICAL REQUIREMENTS:

- Ability to drive.
- While performing required job tasks, physically able to remain seating frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possess dexterity abilities required to frequently perform typing, to operate office equipment, to perform filing, and to perform related job responsibilities.

STATUS: Non-Exempt.

STATE CONTRACT CROSS REFERENCE TITLE:

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date