



Mental Health Association of Rockland County

Connecting people. Educating families. Rebuilding lives.

- Date: 09/01/17
- Title: Secretary, part-time
25 hours per week
Monday - Friday, 9am – 2pm
Benefits eligible
- Program: Recovery Services
- Responsibilities: Performs clerical, tracking and monitoring functions for Recovery Services. Functions as a receptionist. Interacts with consumers, regulatory authorities, funding agencies and insurance companies. Handles and routes phone calls and follows-up as necessary. Maintains consumer files, including creation of charts and weekly reports. Additional duties as assigned.
- Requirements: HS diploma or equivalent plus 6 months office, clerical or business experience. Well-developed written and verbal communication skills. Excellent organizational skills. Computer proficiency in Microsoft Word, Excel and database management and creation. Experience working with a diverse population preferred. Related experience preferred. Valid driver's license.

If interested in position, please mail, email, or fax resume by 09/15/17 to:

Mental Health Association of Rockland County, Inc.
Human Resources
140 Route 303
Valley Cottage, NY, 10989
Fax #: 845-268-3461
E-Mail: dejesust@mharockland.org

EOE

Due to the high number of applicants, only successful candidates will be notified.