



## **PLAQUEMINES COMMUNITY C.A.R.E. CENTERS FOUNDATION, INC.**

115 KEATING DR.  
BELLE CHASSE, LA 70037  
504-393-5750 PH 504-393-5760 FAX  
WWW.PCCCF.ORG

### Position Description

Position: Office Manager/Suicide Prevention Coordinator

#### **Credentials and Experience**

This position requires a High School Diploma or GED. Minimum 3 years' experience in work settings involving customer interaction and the coordination of multiple concurrent activities. Strong written and computer skills.

#### **Job Expectations**

1. Manage and oversee all facilities operations including coordinating service calls for maintenance and repair of building, utilities, and technology
2. Maintain inventory of supplies and research, price and complete all purchasing for the agency
3. Maintain office calendar to coordinate work flow and meetings for Executive Team, including coordinating conference calls, trainings, and staff meetings
4. Coordinate the schedules between ASIST trainers and presentations within the community
5. Coordinate with each school in the parish, as well as clinicians, to assist the school administration with follow-ups to their annual Signs of Suicide presentations
6. Coordinate the schedule for the child psychiatrist and complete all information and tasks required for CARELogic
7. Help develop and maintain the Agency's "Employee Manual"
8. Manage the Agency's database system and maintaining and insuring that all software and computers are up to date
9. Assist in the answering of telephones and transfer to appropriate staff member
10. Open, sort and distribute incoming correspondence, including faxes and email for Executive Team
11. Sign for and distribute UPS/FedEx or similarly delivered packages
12. Perform general clerical duties to include, but not limited to, copying, faxing, mailing and filing
13. Coordinate and maintain records for staff, office space, telephones, and office keys
14. Create and modify documents such as reports and memos for Executive Team using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, Power Point or other programs
15. Support Executive Team in assigned project-based work
16. Assists in special events, such as fundraising activities and the annual meeting
17. Assist with overall maintenance of the organization and its offices
18. Be the Keeper of Record for Board documents
19. Prepare for Board Meetings, Stakeholders Meetings, etc.
20. Other duties as assigned by Executive Director

Interested parties, please email resume to Dawn Barras, LPC-S at [dbarras@pcccf.org](mailto:dbarras@pcccf.org) or fax to 504-393-5760