Administrative Assistant

**BASIC FUNCTION:** Provides secretarial services to assigned unit including typing, data entry, and (if required) switchboard/receptionist coverage. Interacts with and assists clients and other departments as needed.

**MAJOR DUTIES:**

- Types correspondence, minutes, and reports accurately and neatly.
- Maintains and prepares reports for regulatory agencies and program.
- Prepares consumer charts, maintains charts in alphabetical and chronological order, files documents promptly for easy retrieval and access to other staff in the department.
- Orders supplies and re-stocks supply cabinets.
- Assigns I.D. numbers to consumers.
- Updates consumer rosters weekly.
- Processes admissions and terminations and sends batch sheets to Database Analyst/User Support.
- Prepares urine bottles for clients and updates access consumer list weekly.
- Requests tokens monthly and disburses tokens to consumers.
- Records token count daily and returns balance of tokens to vault.
- Updates charts to assure terminations and additions are recorded.
- Asks clients for their health plan information at least weekly and makes copies of documents as necessary, (HMO benefit cards etc.).
- Talks with all clients on a regular basis (i.e. weekly) about any changes in their health plan coverage.
- Interacts with Entitlements department staff as necessary to assist with client payments and health coverage.
- Performs other duties as requested or assigned.

**QUALIFICATION - EDUCATIONAL AND PROFESSIONAL EXPERIENCE:**

High School Diploma with formal training in basic office skills or Associate Degree in Secretarial Science or Medical Assisting. Computer competency with the ability to type 50 words per minute. Excellent organizational, communication, and interpersonal skills.

**LOCATION:** NY, NY 10002

To join our diverse team, please include a cover letter and salary requirements with your resume/application submission.

Please visit us at www.lesc.org

EEO Minorities/Women/Disabled/Vets