



Vacancy Announcement

Title: Administrative Assistant (Part-Time) 18 Hours/Week	
Department: Admin	Status: Non-Exempt
Responsible To: Office Manager	Hourly Rate: \$14.20/hour

Position Summary: Family Service Society, Inc. is currently seeking an experienced Administrative Assistant/Receptionist to join our Corning Youth Center and Corning office, which provides general and specialty counseling services to youth and adults. The Administrative Assistant/Receptionist plays an essential role in engaging with clients and creating a positive office atmosphere. The Administrative Assistant/Receptionist will be the first point of contact for our organization. The candidate is responsible for daily administrative and clerical tasks, such as greeting and checking in/out clients, answering phone calls, provide reminder calls to clients about upcoming appointments and communicate with team members effectively. The Administrative Assistant/Receptionist is responsible for accurate documentation, mailings, electronic health record documentation and copying/scanning. A successful candidate will identify and align with the agency's mission and values (listed below) in order to improve the well-being of clients and our community.

Agency Culture for Youth Services Employees: We strive to provide a supportive and positive atmosphere for employees. On-site training is provided to get acclimated to our agency's programs and the Administrative Assistant/Receptionist role. The Office Manager meet with the Administrative Assistant/Receptionist on a regular basis to provide support and training. We highly value teamwork as a way to build and maintain a positive culture for employees.

Family Service Society, Inc. understands the significant amount of energy staff members use to provide the best possible care and programming to at-risk youth in our community. Our agency's culture is to be as flexible as possible to meet staff needs for self-care and training.

Agency Culture for Clients: We seek to maintain and build our supportive and collaborative work environment from our reception area to the counseling offices, as the counseling environment plays a significant role in the client's comfortability and therapeutic process. Administrative Assistant/Receptionists are encouraged to make the reception area welcoming, exude acceptance, and create a safe place for clients. Snacks and drinks for clients are provided at our agency, as budgets allow. Young and *young at heart* clients are given the opportunity to earn a sticker from the Administrative Assistant/Receptionist upon completing each counseling session.

Education and Experience Requirements: Candidates with an Associate's degree in a related field preferred. Candidates must have positive customer service experience, professional attitude and appearance, solid written and verbal communication skills, and excellent organizational skills. Proficient with Microsoft Office suite, specifically Word and Excel. The Administrative Assistant/Receptionist must be able to establish rapport with clients who are diverse in their race, culture, religion, economic status, sexual orientation, gender identity, and abilities.

Employment Opportunity Policy:

Family Service Society, Inc. is committed to providing a nondiscriminatory employment environment for its employees. The policy of Family Service Society, Inc. is to fully comply with applicable federal, state, and

local laws, rules, and regulations in the area of nondiscrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), sexual orientation, gender identity, gender national origin, disability, age, genetic information, gender expression, military, and veteran status is prohibited.

Employee Benefits:

Family Service Society, Inc offers benefit options to help you maintain overall health and well-being.:

- Employee Assistance Program
- New York State Sick Leave
- Staff Recognition Program

Contact Information:

Please complete the online application form and/or attach a cover letter and resume. Alternatively, candidates can email or mail a cover letter and resume to the contact person below. Applications will be accepted until the position is filled.

Family Service Society, Inc.

charlanowe@familyservicesociety.org

280 Princeton Ave Ext.

Corning, NY 14830

Our Mission Statement:

Family Service Society, Inc. provides professional counseling and community services that empower individuals and families to deal more effectively with their challenges, enhancing the quality of their lives.

Our Values: Empowerment, Integrity, Excellence, Respect, Compassion, and Transparency

