

**THE CARE CENTER, INC.**

**JOB VACANCY NOTICE**

**Become a leader...Become an innovator...**Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS!

**POSITION:** Secretary 2 (Part-Time)  
Washington, PA

**PAY GRADE:** 6

**WAGE:** \$10.86/hr. (As a minimum)

**ESSENTIAL FUNCTIONS:**

- Develops and implements procedures for expediting and managing the flow of technical work through the office, routinely using specialized professional terminology and administrative procedures.
- Serves as sole office staff person for field office, or the lead office staff person providing primary operations support for multiple components of an agency, or a corporate-wide fee-for-service.
- Creates and edits those documents which are necessary for successfully completing assignments, primarily responsible for the overall accuracy of the document and initiation of related processes and procedures.
- Serves as a program/agency liaison responsible for explanation of program/agency services and what is required to render services, and direct the individual group to the appropriate resources.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**QUALIFICATIONS:**

- Must have a minimum of five years' experience or three years' experience as a Secretary 1 or the equivalent combination of skills, experience & education maybe considered at the discretion of the Agency.
- Knowledge of general office procedures, including interpersonal skills and telephone interaction.
- Demonstrated knowledge of operating a keyboard and multi-line telephone, with a high degree of accuracy.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to sit for long periods of time during the work day.
- Ability to readily shift priorities.

**QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE FOR HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022, email [naffinito@sphs.org](mailto:naffinito@sphs.org) or [kjohnson@sphs.org](mailto:kjohnson@sphs.org) ATTENTION: POSTING#19100-NO LATER THAN JUNE 28, 2019.**

**EQUAL OPPORTUNITY EMPLOYER**