

BERKLEY/HUNTINGTON WOODS YOUTH ASSISTANCE SECRETARY JOB DESCRIPTION

3205 Catalpa Drive, Room 117, Berkley, MI 48072
www.bhwya.org

SUMMARY JOB DESCRIPTION

The secretary of Berkley/Huntington Woods Youth Assistance (BHWYA) is employed by the Berkley/Huntington Woods Youth Assistance Board. This is a part-time, at-will position and job expectations are ultimately determined by the BHWYA Board. This individual is responsible to, and will perform duties/tasks assigned by the BHWYA Chairperson and Board. Additionally, this individual will also assist and relieve the caseworker of a variety of secretarial duties/tasks to enhance the smooth and efficient operation of the office. The secretary is a facilitator for the communities served by BHWYA by communicating information, answering routine inquiries, and performing related public relations activities as directed by the board or caseworker.

QUALIFICATIONS

- High School Graduate.
- Ability to maintain strict, complete confidentiality of client and office records, and all other privileged information pertaining to BHWYA.
- Possess proficient computer skills including Microsoft Word, Excel and Publisher.
- Proficient in use of database and spreadsheet functions.
- Prior successful secretarial experience.
- Professional written and oral communication skills; ability to work/interact with staff, parents and community members in person and/or on the telephone, in a friendly and sensitive manner.
- Knowledgeable of general bookkeeping functions relative to the efficient operation of the office.
- Ability to interpret a variety of written and/or oral instructions, and independently initiate needed action.
- Approach assigned responsibilities in an organized and time-efficient manner.
- Ability to define/solve practical problems and deal with a variety of situations.
- Demonstrate ability as a self-starter and ability to work with a minimum of supervisory direction as well as take direction.
- Dependable in punctuality and attendance.
- Flexible and able to adapt to change.
- Ability to respond to unanticipated situations in a constructive manner.
- Commit to the principles of BHWYA.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The office secretary shall be assigned work duties by the BHWYA Board and/or Caseworker Staff. The BHWYA Board reserves the right to make changes to the duties and responsibilities from time-to-time as deemed necessary. Due to the nature of the Youth Assistance Program, a change in caseworker and/or Board member(s) may result in changes to the secretary position duties/responsibilities. The following are intended solely as descriptive examples not to be construed as limiting in nature:

1. Maintain confidential case files and client information related to case files and community programs.
2. Maintain calendar, schedule, confirm and reschedule appointments as necessary.
3. Perform all basic office functions, which may include preparing, coordinating and distributing board meeting minutes, monthly calendar, annual calendar, packets, typing annual report information, thank you notes, postcards, fliers.
4. Maintain general office and correspondence files, mailing and telephone lists including sponsors, membership list, simple bookkeeping records and a variety of other files.
5. Provide assistance to BHWYA Board and Committee Members as requested.
6. Maintain familiarity and networking with key sponsors and stakeholders.
7. Collaborate with volunteers on all BHWYA sponsored programs.
8. Manage the BHWYA office during the absence of the caseworker.
9. Maintain an adequate inventory of needed office supplies.
10. Conduct annual inventory of office equipment and furnishings in accordance with Oakland County Youth Assistance guidelines.
11. Answer telephone, screen calls to determine resolutions of call and take messages. Maintain log of incoming calls.
12. Assist all Board of Director members as requested. This includes preparing and filing records, maintaining communication between office staff and volunteers, providing support as needed.
13. Maintain record of assigned project responsibilities, time lines, including secretarial responsibilities for each project.
14. Perform additional related duties as assigned by the BHWYA Board or Caseworker Supervisor.

CONDITIONS OF EMPLOYMENT

PROBATION: A new employee will serve a 90 day probationary period. At the conclusion of this time, the BHWYA Board, in consultation with the caseworker staff, will make a final determination regarding the continuation of employment.

WAGES: The hourly rate, as determined by the BHWYA Board, shall be paid biweekly for approved hours worked.

WORK HOURS: The BHWYA secretary is considered a part-time position. The weekly work schedule shall be determined upon hire with consultation of the Board and Caseworker. Deviations may be required and scheduled hours may be adjusted accordingly with approval of the BHWYA Executive Board.