



## POSITION ANNOUNCEMENT

Position: Front Desk Clerk, 74 Avenue A

Reports to: Program Director, 74 Avenue A

Location: Queens

Shifts: Full-Time - Thursday through Monday (3:00pm-11:00pm)  
Full-Time - Sunday through Thursday (11:00pm-7:00am)  
Part-Time - Wednesday (3:00pm-11:00pm) and Saturday & Sunday (11:00pm-7:00am)

Tasks:

- Monitoring the entry and egress of building residents and guests.
- Responsible for the distribution of residents' mail.
- Responsible for taking telephone messages for the residents and staff of the building.
- Assists with client cooperative meal plan.
- Provides the first line of defense in case of emergencies; (i.e. calling management, the fire department in case of a fire, etc.) and assists with building evacuation.
- Monitors and documents client self-administration of medication, according to program policy and procedures.
- Report incidents or behavioral changes in residents.
- Attends training as requested by supervisory staff.
- Duties as assigned by supervisor.

Qualifications:

High school diploma. Good written and verbal communication skills in English. Basic computer and data entry skills. Good interpersonal skills.

Full-Time Salary: \$40,322 plus generous benefits

Part-Time Hourly Salary: \$19.39

Email a resume, cover letter and contact information for 3 professional references to:

**Genesis Peña**  
**Program Director**  
**Email: [GPena@acmhny.org](mailto:GPena@acmhny.org)**

ACMH is committed to the mental and physical wellbeing of vulnerable New Yorkers and is a leader in the provision of outreach and engagement, care management, rehabilitation, crisis support, and supportive housing. ACMH is committed to becoming an anti-racist organization and seeks to promote actionable change to create an intentional culture of equity at individual, interpersonal and institutional levels.

For more information, visit our website: [www.acmhny.org](http://www.acmhny.org)