



POSITION ANNOUNCEMENT

Position: Front Desk Clerk, 74 Avenue A

Reports to: Program Director

Location: Queens (Queens Village)

Shift(s): Full-Time - Tuesdays through Saturdays (3pm-11pm)
Full-Time – Sundays through Thursdays (11pm-7am)
Part-Time - Fridays (11pm-7am), Sundays & Mondays (3pm-11pm)
Part-Time - Sundays (7am-3pm), Mondays (11pm-7am), & Tuesdays (3pm-11pm)

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:

Leah Burke
HR Recruitment Specialist
Email: LBurke@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