



POSITION ANNOUNCEMENT

Position: Front Desk Clerk, Garden House (Full-time & Part-time)
Reports to: Program Director
Location: Manhattan (East Village)
Shift(s): 3:00pm-11:00pm and 11:00pm-7:00am; weekend availability preferred

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