

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title: Secretary	FLSA Status: Non-Exempt
Supervisor: Varies upon location/area	
General Information: The Professional Support Staff's primary duties are to assure an efficient and effective office and to provide support services to Youth Dynamics, Inc. staff.	
Minimum Qualifications	High school diploma required in conjunction with special training and/or experience in the areas of clerical duties. Must demonstrate the ability to type in an efficient and accurate manner. Must have computer knowledge and experience with word processing and spreadsheets. Must possess the ability to work effectively with the public in a professional manner and demonstrate good communication and organizational skills.
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Thorough knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate well with others both orally and in writing, using both technical and non-technical language. • Ability to establish and maintain effective working relationships. • Ability to prepare accurate and reliable reports. • Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Ability to perform a wide variety of clerical, secretarial and administrative support tasks with accuracy and speed under the pressure of time sensitive deadlines. • Ability to be flexible and adapt to organizational changes and needs. • Possession of a valid drivers license and minimal insurance required by law.
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, files, equipment and food up to 30 pounds.
Principle Responsibilities	<p><u>Support Responsibilities</u></p> <ul style="list-style-type: none"> • Greet and direct visitors and clients as they come to the office. • Answer telephones and directs calls appropriately. • Typing completed in an efficient, timely, and accurate manner. • Copy and distribute materials as needed. • Open and distribute incoming mail/process outgoing mail. • Support assistance as required for coordination of meetings and training sessions. • Fax and e-mail as needed. • Travel arrangements as needed. • Run errands as needed. • Tidying work area and common areas. • Open and close office. • Arrange lease car usage and maintenance. • Monitor and order supplies. • Act as a liaison to finance and administrative offices. <p><u>Office Management</u></p> <ul style="list-style-type: none"> • Develop and maintain efficient records for the following: • File management systems for staff, youth, and Treatment Foster Parents. • Forms management systems. • Daily organization of office, i.e.; monitor and document equipment use and maintenance. • Management of petty cash budget and reports. • Supply budget, procurement, and inventory. • Quality Improvement. • Other duties as assigned.

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	<p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> • Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor. • Maintain awareness of work environment and perform duties in a safe and responsible manner. • Maintain tact, diplomacy and professionalism at all times. • Complete required paperwork in an accurate and timely manner. • Participate as a positive member of the Youth Dynamics, Inc. organization. • Act as a positive representative of Youth Dynamics, Inc. to the public. • Participate in regular supervision with your Supervisor. • Participate in staffings and relevant in-service training as needed or required. • Attend all meetings as are necessary to fulfill job responsibilities. • Develop a plan for personal and professional growth, as needed. • Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.
<p>Minimum Expectations</p>	<ul style="list-style-type: none"> •