POSITION ANNOUNCEMENT

Position: Front Desk Clerk- Manhattan, Bronx, & Queens Positions Available

Reports to**:** Program Director

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.
- Is the first line of defense in case of emergencies; (i.e. calling management, the fire department in case of a fire, etc.)
- Monitors and documents client medication adherence.
- 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.

Salary: $ 30,160 plus generous benefits

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

Sharon Royer
Director, Human Resources and Information Management
Email: sroyer@acmhnyc.org

ACMH, Inc., promotes the wellness and recovery of persons with mental illness living in New York City and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

For more information, visit our website: www.acmhnyc.org