



UConnectCare is a progressive nonprofit organization located in WNY offering help to those impacted by substance use disorder through prevention, treatment, residential, detox, and recovery services for almost 50 years. UConnectCare has earned a local and regional reputation for excellence and was recognized as a Best Company to Work for in New York, 2018-2025.

JOB VACANCY

SECRETARY - RESIDENTIAL PROGRAM

RESPONSIBILITIES

Detail-oriented individual needed for clerical duties in residential program. Responsibilities would include reception to facility of all visitors, answering the phone, computer entry, filing, clerical support services to staff, as well as other various tasks. **Projected opening date of facility: June 2025.**

QUALIFICATIONS

High School graduate with at least 2 years office/billing experience preferred, or Associates degree with at least one-year office/billing experience.

REPORTING RELATIONSHIP:

The Secretary receives supervision by the program director or his/her designee.

Valid NYS driver's license and method of transportation required. Must be addiction free, including tobacco. Pre-employment background check/post offer drug screening required. CARF and NHSC accredited. EOE

Status: Full-time

Pay Range: \$17-\$22 per hour

Location: Women's & Children's Residential program, Albion

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

UConnectCare, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@uconnectcare.org

POSTED: 4/18/2025

DEADLINE: 4/22/2025

UConnectCare does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.