



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

OFFICE MANAGER

RESPONSIBILITIES

Office manager is an enthusiastic and highly organized individual. This role is at the heart of our operations, ensuring the office runs smoothly and efficiently. From fostering a positive office culture to coordinating essential clinic/residential functions, the office manager plays a pivotal role in shaping our company’s success.

- Oversee daily office operations, including scheduling, supply management, and vendor relations (Medlab, Amazon, Eaton, etc.)
- Provide administrative assistance to leadership and staff, ensuring everyone has what they need to excel.
- Identify inefficiencies and implement solutions to streamline office workflows and procedures.
- Involved in the planning and coordinating of team-building activities, employee appreciation events, and community outreach initiatives.
- Act as a central point for internal communications, ensuring team alignment and effective collaboration.
- Maintain compliance with safety protocols, HR policies, and operational standards.
- Monitor and report on office expenses, supply inventory, and administrative budgets. (orders, invoices, etc.)
- Attend meetings as necessary (CMT, CQI, Management Team meetings)
- Supervision of clerical employees at multiple locations, scheduling and coverage of staff, approval of timecards/time off.
- Proficient knowledge of medical software packages.
- OASAS reports and provide other OASAS updates as necessary. Monthly and quarterly reports/invoices such as treatment court, pregnancy tests, etc.
- Proficient in other clinical office procedures such as MedLab, Drug Scan, Telvox, etc.
- Oversee and assign intake process. Coordinate DSS intakes

Hours: Full-time, Monday through Friday, 9:00 AM to 5:00 PM, with occasional flexibility for team needs or special projects

QUALIFICATIONS

Experience as an office manager or in a comparable administrative leadership role, with a track record of success in maintaining efficient operations.

- Ability to manage multiple responsibilities and prioritize tasks effectively in a fast-paced environment.
- Excellent verbal and written communication skills for fostering collaboration, resolving conflicts, and building team morale.
- Advanced knowledge of Microsoft Office Suite and familiarity with scheduling tools, project management platforms, and CRM systems.

- Experience managing office budgets, overseeing expense reporting, and negotiating vendor contracts to ensure cost-effective operations.
- Quick thinker with a knack for identifying issues and implementing creative, practical solutions.
- Ability to motivate and guide team members while fostering a culture of accountability and excellence.
- Bachelor's degree in business administration, management, or a related field.
- Familiarity with hiring processes, employee onboarding, and ongoing supervision.
- Work collaboratively with Office Manager in other county/Orleans.

REPORTING RELATIONSHIP

The Office Manager reports to and receives supervision by the program director or his/her designee.

Status: Full-time

Pay Range: \$19-22 per hour

Location: 430 East Main Street, Batavia

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

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: 2/14/26

DEADLINE: ASAP

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.