



JOB VACANCY

SECRETARY

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.

RESPONSIBILITIES

Detail-oriented individual needed for clerical/reception duties in an addictions treatment program. Responsibilities would include reception, phones, computer entry, filing, as well as other various tasks. Must be available early mornings and at times evenings.

QUALIFICATIONS:

Full time – 35 hours per week. 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

This position reports to Customer Relations Coordinator.

Status: Part time 21 hours/week, hourly

Pay Range: starts at \$16-\$18 per hour

Location: 430 East Main Street, Batavia and 424 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. Excellent benefit package. EOE

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

UConnectCare, Inc. Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@uconnectcare.org

POSTED:

02/01/2025

DEADLINE:

ASAP

UConnectCare, Inc. 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.