



## Position Announcement

**POSITION:** Program Secretary  
(Meadowview Birth & Beyond)

**SALARY:** \$11.30 - \$12.70 per hour

### **OVERVIEW:**

The Program Secretary provides organizational and administrative support for the efficient operation of the programs or services to which s/he is assigned, performing all clerical and office duties. In addition this position is responsible for maintaining the database, including data and report production. This position comes in contact with confidential information and as such must maintain the program standard of strict confidentiality.

Duties include, but are not limited to:

- Welcome people arriving at the family resource center that may be in crisis or experiencing a stressful situation non-judgmentally, offering compassion and making them feel comfortable and non-threatened.
- Screen daily phone calls to determine the appropriate contact person or service needed and direct the call to the proper staff member, taking messages as necessary.
- Draft correspondence requested by the Program Manager or Team Leaders, including but not limited to, staffing, schedules, evaluations, event announcements, reports and various correspondence.
- Set up charts for new clients and process all necessary paperwork, including but not limited to, CPS check, PHN field nursing check, Cal-Works check, send cleared checks to supervisors, send out referral receipt forms, etc.
- Maintain client information, inputting services rendered within the agency and other important and/or confidential information.
- Develop and maintain files and a follow-up system for the program.
- Attend database, MIS, and evaluation training as required.
- Prepare staff meeting agenda, attend meeting and take minutes

### **QUALIFICATIONS:**

A High School diploma or GED is required. AA or BA degree is preferred.

Two (2) years of office/clerical or one (1) year secretarial experience is required.



---

### **TO APPLY:**

Fax: (866) 659-6866  
E-mail: [jobs@kidshome.org](mailto:jobs@kidshome.org)  
Website: [www.kidshome.org](http://www.kidshome.org)

---

SCH offers competitive salaries dependent upon experience and excellent benefits. For additional details please visit our website at [www.kidshome.org](http://www.kidshome.org).

EQUAL OPPORTUNITY EMPLOYER