



## **EMPLOYMENT OPPORTUNITY**

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Receptionist

**Department:** Mental Health Services

**Reports to:** Office Manager

**Hours:** Full-Time

### **Responsibilities:**

- Meet and greet clients at the front desk.
- Generate daily logs and encounter forms.
- Distribute and log metro card disbursements.
- Update Accumed database regarding client visit status.
- Pull charts on behalf of doctors for scheduled client visits.
- Call clients for appointment reminders.
- Distribute logs and encounter forms to therapists.
- Generate and distribute providers' weekly schedules in Accumed.
- Translate (Spanish to English) for doctors conducting evaluations.
- Reconciliation of transportation forms for reimbursement.
- Obtain linkage agreements.
- Type reports as requested.
- Additional duties as assigned by supervisor.

### **Qualifications:**

- High school diploma; candidates with college credits preferred.
- Strong computer skills; knowledge of Accumed billing software a plus.
- Demonstrated experience in maintaining software data and protocols.
- Ability to work independently.
- Excellent interpersonal, organizational, and communication skills.
- Exemplary and dedicated work ethic.
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send Cover Letter, Resume, and Salary Requirements to:

[hr@unionsett.org](mailto:hr@unionsett.org)

Please indicate Mental Health – Receptionist in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**