

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Secretary/Records Clerk
DIVISION/OFFICE: Community Health/Comprehensive Treatment Center
BULLETIN No: 1122018
SALARY RANGE: \$28,000 - \$36,000 annually (Commensurate with experience)
OPENING DATE: December 12, 2018
CLOSING DATE: Open until filled
FIRST SOURCE: RM-15-HCA-STATS-000BY04-CPS

BRIEF DESCRIPTION:

Receive clients, direct them to services, maintain a helpful environment and record attendance. Provide back-up to management.

MAJOR DUTIES: Provide support to the Center Director, Administrative Officer, Supervisory Counselor and Medical Director. Receive clients and visitors. Assist in recording clients’ attendance by checking-in clients. Clear patient appointment holds as necessary. Assist in maintaining patient records and clinic’s administrative files. Conduct and document surveillance. Input client information into electronic system to assist with invoice creation. Distribute information about clinic activities and educational information. Assist in setting up community events, meetings and other general activities.

MINIMUM QUALIFICATIONS:

High school diploma or GED and 3 years of experience in an administrative or clerical position. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point) and ability to use/learn electronic time-keeping program.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds

DESIRED QUALIFICATIONS:

Bachelor’s degree and two years of experience in an administrative or clerical position. Proven excellent communication, reception, and office equipment and information technology skills. Data entry and service documentation.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, and health certification, as applicable for the position.

This position IS covered under the collective bargaining agreement.

Submit your resume to upojobs@upo.org or fax your resume to 202/319-3237.