



GOOD WILL-HINCKLEY
Educating Youth. Changing Lives.

Program Secretary, Roundel Residential

Good Will – Hinckley has an immediate opening for a Program Secretary to join the GWH team in our Roundel Residential Program, located on our campus. The Program Secretary position is a full-time hourly position. The Program Secretary maintains and ensures the smooth operation of the Roundel Residential Program via support to the Program Director.

Duties and Responsibilities:

- Receives and screens external visitors and staff personnel; independently handles routine and unexpected visitors and situations.
- Sorts incoming mail, answers routine correspondence, re-routes portions of mail to appropriate staff members, and is responsible for daily outgoing mail.
- Transcription of Master Service Plans, letters, memos, and general office correspondence.
- Schedules youth appointments and informs staff of appointments.
- Informs staff of relevant meetings.
- Generates Team Meeting notices and distributes to appropriate staff.
- Screens incoming telephone calls, take messages, obtains information requested, and makes outgoing calls as necessary.
- Sets up and maintains clinical files from admission to discharge.
- Establishes educational and clinical files to include cumulative and special education folders.
- Forwards to legal guardian quarterly progress reports and report cards.
- Participates in appropriate in-service activities.
- Reserves room for monthly staff meetings, as needed; notifies staff of upcoming meetings; and regularly takes minutes at monthly staff meetings.
- Updates staff schedules, distributes to appropriate personnel.
- Keeps office and program stocked with supplies.
- Knowledge of office supply needs and budget.
- Implements and monitors monthly staff supervision schedule in coordination with Clinical Supervisor.
- Provides follow up on clinical chart audits.
- Reviews client charts for clinical progress notes.
- Provides follow up in tracking educational records.
- Maintains student enrollment/school attendance.
- Reports all incidents of work related accident/illness within 24 hours; maintain a safe work environment; ensure that a safe environment is maintained in the workplace by adhering to

all safety rules and requirements (Safety Policies) and report any safety hazards to immediate supervisor.

- Demonstrates awareness and sensitivity to the cultural and socioeconomic characteristics of the service population.
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- Such other duties as may be reasonably assigned.

Minimum Qualifications:

- Qualified applicants must have a clean background check with the Maine State Police, Department of Motor Vehicles and DHHS Child and Family Services.
- High school diploma or HiSet required.
- Working cell phone, internet access, an email account and general computer skills/knowledge.
- Reliable transportation that is insured in the state of Maine.
- Valid proof of insurance and current driver's license maintained in personnel file.

Preferred Qualifications:

- College coursework in general or special education, psychology, sociology or a related human services field.
- Experience working with individuals with significant social, emotional and behavioral challenges.
- CPR/First Aid and Medication Administration Level 1 certified.

Benefits include health, dental, long-term disability, and life insurance, Maine State Retirement and 401K; Earned Paid Leave and recognized holidays.

Interested applicants please download the "GWH Employment Application" located on our employment page at <https://www.gwh.org/employment-opportunities> and submit a complete application, cover letter, resume and 3 letters of recommendation to:

HR@gwh.org

or fax to 238-4020

or mail to Human Resources, PO Box 159, Hinckley, ME 04944.

Please reference "Program Secretary" in the subject line or cover letter in your correspondence.

We are an equal opportunity employer