

**Services To Enhance Potential** 2941 S. Gulley Road, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

**RESOURCE CENTER SECRETARY**

**QUALIFICATIONS:**

**Education:** High School Diploma or G.E.D.

**Experience:** Two (2) years general office experience including the use of office equipment, ability to type 50 net words per minute. Computer skills with Microsoft Office required.

**Licensure:** Valid Michigan Driver License  
Approval of STEP's Insurance Carrier

**Status:** Union, Non-Exempt

**PRINCIPLE FUNCTIONS:**

Responsible for Resource Center office operations.

**DUTIES AND RESPONSIBILITIES:**

**Essential Functions:**

- A. Provide support in ASCEND data entry and reports review.
- B. Responsible for reception of visitors and answering telephones.
- C. Type material from rough drafts, prepare labels, folders, and notices.
- D. Perform account-clerk duties including preparation of payroll, attendance sheets, petty cash and supply requisitions.
- E. Perform the duties of filing, photo-copying, duplication, prepare and/or mail clinical form in preparation for an individual's Person Centered Plan of Service and monitor the Resource Centers binder of DWIHN authorizations for services.
- F. Maintain confidentiality of personnel and persons receiving services' records.
- G. Ensures conformance to DWIHN, Medicaid, and CARF.
- H. Provide personal care assistance for persons receiving services, as needed.
- I. Prepare and submit all required records, documents, and reports on a timely basis.
- J. Maintain a personal vehicle for use in performing job duties.
- K. Date, stamp, and distribute mail.
- L. Adhere to all Services To Enhance Potential policies and procedures.

**Marginal Functions:**

- A. Participate on Services To Enhance Potential's committee as assigned.
- B. Coordinate and supervise student educational field placements, volunteers, trainees, and aides.  
(Optional)

Resource Center Secretary, continued

- C. Participate in the ongoing growth and development of Services To Enhance Potential through attendance and participation in staff and other Services To Enhance Potential meetings.
- D. Represent Services To Enhance Potential in the community and provide information regarding Services To Enhance Potential's programs and services.
- E. Identify and promote opportunities for employment, volunteer and community experiences.
- F. Assume any other duties and responsibilities as assigned by the supervisor.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**REPORTS TO:**

Resource Center Site Manager or Transitional Employment Manager/Supervisor

**SUPERVISES: N/A**

**TECHNICAL ASSISTANCE RECEIVED:**

Date Approved: 05/25/00 by Job Description Committee, 08/16/03

Date Effective: 05/25/00, 08/16/03

Date Revised: 12/01/83, 10/15/85, 05/19/97, 11/12/97, 05/25/00, 08/16/03, 01/31/2018, 06/16/2020, 08/15/2024

Date Reviewed: 05/25/00, 01/01/07, 12/22/08, 02/16/10, 3/22/2012, 10/16/2014, 01/31/2018, 08/15/2024

JR:dm052500, st082903, ph052005, jz01012007, cm122208

Attachment: Physical Efforts/Environment Checklists

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Job Position: Resource Center Secretary

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% of time performing task