



**OCAB COMMUNITY ACTION AGENCY
JOB DESCRIPTION**

Program: Senior Companion Secretary/Supervisor	Position: SCP
Grade:	Reports to: Project Director
Supervises: vary	
Executive Director's Approval: _____	Approval Date: _____

Summary: To give secretarial support to the assigned department in areas involving correspondence, records, reports, data files, etc. To dispatch service calls, answer the telephone and keep the office running efficiently. He/she will utilize 50% performing secretarial duties and 50% providing direct supervision of Senior Companions.

DESCRIPTION OF DUTIES The Secretary is responsible for the handling of correspondence, typing letters, forms, reports, use adding machine, reading and routing mail, duplicating material and performing other administrative and clerical duties. Take dictation, answers telephones and record messages, maintain accurate and neat files, and greet visitors into the office and order equipment and supplies. Provide direct supervision, instruction and support to Senior Companions. Coordinate Senior Companions' assignments and activities in cooperation with appropriate volunteer station staff. Provide counsel and information to Senior Companions as needed. Evaluate Senior Companion performance in consultation with volunteer station staff. Interpret and support the concept, goals and objectives of the Senior Companion Program to the Senior Companions and volunteer station staff. Assist the project director in recruiting, selecting, training and placing Senior Companions in training and volunteer station. Maintain records and prepare reports covering Senior Companions' attendance, transportation, meals and other information as appropriate. Other duties as assigned.

QUALIFICATION Candidate must be able to type 45 words per minute and knowledge of office procedures and basic office equipment. Applicant must possess excellent communication skills, computer and time management skills. Demonstrate the ability to organize and plan effectively and efficiently. The candidate must have one year of office/secretarial and or relevant experience.

EDUCATION AND/OR EXPERIENCE:

A high school diploma or four years of job related work experience is required. An associate's degree from an accredited college or university will substitute for experience.

