



Career Services

Position Posting

Posting Date 09.11.2017	Posting Number: 17-258
Removal Date 10.011.2017	
Job Title: SECRETARY/RECEPTIONIST	
Company Description: Scioto Paint Valley Mental Health Center, Greenfield, OH	
<i>Internship</i> [<input type="checkbox"/>]	<i>Part-time Position</i> [<input type="checkbox"/>]
	<i>Full-time Position</i> [<input type="checkbox"/>]
<i>Postings remain active only thirty (30) days.</i>	

Employer: Scioto Paint Valley Mental Health Center, Greenfield, OH

Contact Person: Contact: Rayetta Lambert, Director of Human Resources

Address:

P. O. BOX 6179

CHILLICOTHE, Ohio, 45601-6179

Telephone: 740-775-1260

Fax: 740-775-2018

Email: rlambert@spvmhc.org

Duties: At the direction of the AOD Residential Team Leader, completes assigned tasks pertinent to the provision of AOD residential treatment services, including assisting residents in meeting their general needs; enhancing the resident's participation in group activities, meetings and treatment; and facilitating a variety of scheduled activities for residents. Associate degree in office management or related field or two years related experience and/or training; or equivalent combination of education and experience. Must be able to demonstrate typing, spelling, and math proficiency. Valid Ohio driver's license required. SPVMHC is a smoke/nicotine free work environment. EOE

Hours:

40 hours per week. Some evening hours may be required.

Salary: TBD

Please do not remove.

Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.