

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

Union Settlement, established in 1895, is one of the largest and oldest settlement houses in New York. The agency serves more than 10,000 East Harlem residents of all ages each year through its education, health, senior services, youth development, early childhood education, counseling and economic empowerment programs. Please visit our website at www.unionsettlement.org.

Position: Records Clerk
Department: Early Childhood Education
Reports to: Educational/Site Director – Franklin Plaza
Hours: Full-Time

Position Summary:

The Records Clerk will process and maintain the mandated personnel clearances needed for staff and temporary employees. The Records Clerk will also receive and greet guests, staff, and families at the center, as well as answer and direct all incoming phone calls.

Responsibilities:

- Coordinate the processing and up-to-date record keeping of mandated personnel clearances (for prospective and current employees), including but not limited to Department of Investigation (DOI), NY State Central Registry (SCR), and Child Abuse and Maltreatment certifications.
- Receive and greet all staff, families and guests at the center, ensuring that all guests and consultants sign into appropriate logs.
- Answer and direct all incoming phone calls for the center; take and relay messages when appropriate.
- Collect time sheets and prepare for the approval by Educational/Site Director. Submit timesheets to payroll after approval by Educational/Site Director.
- General clerk responsibilities including, but not limited to filing, copying, and faxing.
- Additional duties as assigned by the Educational/Site Director.

Qualifications:

- Associate's Degree preferred; at minimum, High School Diploma or High School Equivalency.
- Demonstrated experience with DOI and SCR processes.
- Excellent computer skills.
- Excellent organizational and interpersonal skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:
jobs@unionsettlement.org. Please indicate Records Clerk in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER