

# **GAUDENZIA, INC.**

## **POSITION OPENING**

### **GAUDENZIA EMPLOYEES**

**Position: Full-Time Administrative Coordinator I**

**Location: Park Heights Outpatient (Baltimore, MD)**

**Responsibilities:**

**This individual will be responsible for the overall development and maintenance of the administrative function of a facility, particularly as it relates to fiscal management, personnel records, client records and files, reports and statistical data required by the Division Director, the Regional Director, Corporate Office, and monitoring/funding agencies.**

**Duties may include, but are not limited to: monitoring census, ensuring funding, the maintenance and safe keeping of client files, recording and safe-guarding client monies and valuables, preparation of reports, reporting all changes in client population to the proper persons or offices, keeping records and working with managed care agencies, funding sources, criminal justice agencies, social service agencies, etc.**

**Work is performed with considerable independence in accordance with established regulations, policies and procedures in a coordinated effort with the Program Director and the Clinical/Program Supervisor. He/she is responsible to the Program Director for overall program effectiveness and the achievement of program goals and objectives.**

**Qualifications:**

- **Bachelor's degree plus Three(3) years of Clerical experience**
- **Strong oral & written communication skills.**
- **Sobriety: If recovering, Two (2) years' sobriety.**
- **Substitutions: Appropriate substitutions may be made for an equivalent combination of education, training and experience (1 year experience= 1 year education and training.**

**If interested, submit resume and cover letter to:**

**Shanna Johnson, Program Director**  
**4450 Park Heights Avenue**  
**Baltimore, MD 21215**  
**Phone: 443-453-9075**  
**Fax: 443-869-6433**  
**[sdjohnson@gaudenzia.org](mailto:sdjohnson@gaudenzia.org)**

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