

# **Holy Family Institute Office Manager In-Home Program McKees Rocks Office**

**Employer:** Holy Family - In-Home Program

**Reports to:** In-Home Supervisor with some oversight by SNAP supervisor

**Hours:** Monday – Friday, 8:30 a.m. to 4:30 p.m.

**General Statement of Duties:** Office Manager maintains an environment of welcome and hospitality in the district office

**Essential Functions:**

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Prepares statistical reports in a timely manner and monitors case records for the office programs.
3. Maintains files and ensures they are in compliance.
4. Displays effective written and verbal communication skills.
5. The Office Manager assists the In-Home program with duties associated to billing each month.
6. Has excellent computer skills and use of Microsoft Word.
7. Maintains responsibility for office equipment and supplies.
8. Handles problems and emergencies with prompt and professional concern.
9. Works cooperatively with staff, parents, and community
10. Will perform some clerical duties for SNAP and Duquesne Light programs.

**Minimum Qualifications:**

Candidate must possess a high school diploma or equivalent Associate degree preferred. Previous office manager experience a plus. Must have basic computer knowledge of Word and Excel. Valid PA driver's license and current Act 33/34 and FBI clearances required. EOE

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