



BREVILLIER VILLAGE
Clerical
Ball Pavilion Secretary

Relationship:

1. Responsible to the Vice President
2. Responds to clerical needs of Leadership Staff located at Ball Pavilion.

Requirements:

1. Education/Experience:
 - a. Possess Word Processing and computer experience.
2. Skills/Attributes:
 - a. Ability to efficiently answer/screen incoming calls to multi-line phone system.
 - b. Good communication and interpersonal skills.
 - c. Knowledge of general office machines and procedures.
 - d. Excellent customer service skills.
 - e. Self-motivated, pleasant, and kind to residents, families and visitors.
3. Acceptance of Brevillier Village policy of non-discrimination and personnel policies while supporting and promoting Dignity, Respect, and Inclusion in all functions relating to Brevillier Village. Will promote Person Centered Care within all programs at Brevillier Village.
4. Acceptance to post employment offer drug screening, physical, Mantoux, as is required, and annual Mantoux screening thereafter. Recommended to have annual flu and COVID 19 vaccine/booster. Must meet Criminal Record Check requirements of the Older Adults Protective Services Act 169 as amended by Act 13.
5. Must be able to sit for extended periods of time and regularly lift and/or maneuver a minimum of 50 pounds, climb ladders up to 20 feet. Must be flexible for bending, twisting, kneeling, pushing/pulling, squatting and standing.
6. Awareness of types of abuse and responsibility of reporting as well as awareness of safety policies and procedures to ensure the safety of all Brevillier Village residents.
7. Must Successfully complete the required 90-day training period.

Essential Duties:

1. Be a leader in providing Excellent Customer Service to residents, families, coworkers, visitors, vendors, and volunteers.
2. Answer and screen incoming phone calls and forward throughout the Village. Take accurate messages utilizing both written and electronic mail.
3. Be familiar with the operational use of office equipment.

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10/07/2024

Approval: 

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4. Perform computer assignments, including typing and data entry, filing, copy work.
5. Sort and distribute incoming mail and post outgoing mail.
6. Handle petty cash fund and resident personal funds distribution as well as safe keeping procedure of safe combination and contents.
7. Maintain log of incoming packages and flowers for the residents.
8. Distribute information to families, staff, and visitors from Leadership Team as needed.
9. View and print van schedule from Outlook as requested by staff.
10. Must maintain confidentiality of BV information as it relates to residents, staff, families, and vendors.
11. View and edit room calendars on Outlook.
12. Assist in Administration projects for the Leadership Team as needed.
13. Responsible for entering and maintaining Contact Information, Memorials, and Donation information into database.
14. Maintain resident lists, including Who's Off on the intranet.
15. Oversee the files/documents of essential contracts and agreements.
16. Remain familiar with Fire Procedure and Emergency Help Calls. Change Fire Boards as necessary. Monitor and react to Alert alarms.
17. Participate and actively adhere to all safety and infection control policies and procedures to ensure resident safety. Awareness of types of abuse and responsibility of reporting to ensure the safety of all Brevillier Village residents. Awareness of Signs of Pain as well as understanding of Palliative Care and Hospice Services.

Non-Essential Duties:

1. Attend all inservices, educational programs and department meetings as required.
2. Complete special projects as designated by Supervisor.

Signature: _____

Date: _____

Vice President Signature: _____

Date: _____