

## **EXTERNAL JOB POSTING**

**TITLE:** Enhancement - File Clerk (PT)

**DESCRIPTION:** To file documents and all paperwork generated by the Enhancement Program.

**DUTIES:**

1. File paperwork generated by the Enhancement Program Staff.
2. Keep consumer records up to date.
3. Report lack of paperwork received from the Enhancement Program Staff.
4. Participate in maintaining a neat, clean and safe work environment.
5. Perform any other duties as deemed legally and ethically necessary by the supervisor.

**SUPERVISION:** Works under the direct supervision of the Mental Health Peer Connection (MHPC) Coordinator.

**STANDARD OF PERFORMANCE:** Must at all times perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

**QUALIFICATIONS:** Must have a High School Diploma or GED.

Western New York Independent Living, Inc. is an equal opportunity employer.

Reasonable accommodations will be made for persons with disabilities.

*Western New York Independent Living, Inc. is a Scent Free organization.*

**CLOSING DATE:**

February 23, 2018

**SUBMIT RESUME  
AND COVER LETTER TO:**

Tina Brown, Director of CHRO/CCO  
WNY Independent Living, Inc.  
3108 Main Street  
Buffalo, NY 14214  
employment@wnyil.org