

INTERNAL/EXTERNAL POSTING



One Position Opening

CLERICAL SUPPORT **Children's Program** **[Personal Independence Center]**

VACANT POSITION AVAILABLE: Clerical Support – Home Based Services

MINIMUM REQUIREMENTS: Associates Degree in Business, Office Administration, or related field preferred; High School Diploma or equivalent required; two years relevant experience as a secretary preferred; must possess excellent typing, computer, and telephone skills; training/experience in a field relevant to mental health preferred; effective organizational and communication skills. Valid driver's license and verification of vehicle insurance coverage required.

MAJOR RESPONSIBILITIES: Provides secretarial/clerical support services including answering and routing incoming phone calls, completing intakes (fees/rights) for individual's served, and providing reception duties (i.e. front window, scheduling, appointment reminders) to individuals served, families, and visitors entering the building. Maintains clinical tracking for the Children's Services and Infant Mental Health Programs. Processes all new/renewal Family Support Subsidy (FSS) applications, maintains monthly reports and records, and coordinates with external agencies. Coordinates distribution of pre-screening information. Monitors and inputs all inpatient psychiatric information. Maintains all emergency services records and assists ES staff with EMMIT, insurances, etc. Demonstrates knowledge of and actively supports culturally competent, recovery-based practices.

POSITION TYPE: Full Time, Hourly (8-5 shift; potentially could include some evening hours)

RATE OF PAY: \$14.90 - \$18.87 per hour

IF INTERESTED: Submit resume and letter of application to: Human Resources Supervisor, c/o: Tuscola Behavioral Health Systems, 323 N. State St., Caro, Michigan 48723; www.tbhsonline.com; EOE

APPLY ONLINE:



APPLICATION DEADLINE: Open until position is filled.

POSTED: May 1, 2024