

# ***INTERNAL/EXTERNAL***

## ***POSTING***



### **POSITION OPENING**

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## ***Secretary – Psychiatric Support Services***

**(Personal Independence Center)**

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**VACANT POSITION AVAILABLE:** Secretary – Psychiatric Support Services

**MINIMUM REQUIREMENTS:** Minimum requirements include High School Diploma or equivalent and two years experience relevant to Mental Health/Human Services field required. Crisis intervention experience preferred. Must possess high degree of proficiency with computer information systems, including telemedicine equipment. Must be able to handle a high volume of paperwork, attention to detail and accuracy is a must. Must be able to process multiple priorities simultaneously with frequent interruptions. Excellent interpersonal skills are essential. The willingness to work flexible hours is required.

**SUMMARY OF RESPONSIBILITY:** Performs phone and reception duties for Psychiatric Services area, including the collection of fees. Facilitates psychiatric support for both on-site and telepsychiatric services. Schedules consumer's appointments and maintains a current schedule of appointments. Monitors and records all relevant healthcare information prior to psychiatric consultation services (e.g., height, weight, vital signs, BMI). Prepares information for physician review and forwards medication review information to medical records. Verifies consumer insurance and demographic information. Maintains account of no-show appointments. Assists in obtaining release of information and medication consents. Provides linkage to external primary care providers to maintain continuity of care. Tracks annual psychiatric evaluations. Prepares service activity logs for psychiatrist. Demonstrates knowledge of and sensitivity towards the culturally diverse backgrounds and recovery based principles of the needs to the population served.

**POSITION TYPE:** Full time; Hourly

**RANGE OF PAY:** Contact Human Resources

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

**APPLICATION DEADLINE:** Friday, July 6, 2018      Internal

Friday, July 13, 2018      External

**REPOSTED:** Friday, June 29, 2018