

THE CARE CENTER, INC.

JOB VACANCY NOTICE

POSITION: Clerk Typist/Receptionist (Part-Time)
Waynesburg Office

PAY GRADE: 2

WAGE: \$9.75 (as a minimum)

FUNCTIONS:

- Performs a variety of office tasks and a wide range of support procedures and functions required by the agency and/or program for successful operations and the expeditious delivery of quality services.
- Conducts successful task and/or assignment completion, including emergency situations, within established procedures and protocols.
- Responsible for processing information, processing mathematical computations and/or data input, and the satisfactory completion of appropriate output, documents, information, reports, and the like.
- Maintains appropriate and assigned communications with all levels of staff, vendors, health care providers and institutions, clients and their family, etc.
- Screens visitors and phone calls for program and office staff.
- Ensures the accuracy, format, grammar, completeness and consistency of information processed.
- Maintains and processes records, client information, and various program forms.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Demonstrated proficiency on a typewriter and computer keyboard, at a minimum speed of 45 words per minute with no more than 3 errors.
- Demonstrated ability to perform work requiring preciseness with a high degree of accuracy.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Public Welfare and FBI Fingerprint Clearance.
- Ability to communicate with effectiveness, understand and carry out specific instructions.
- Ability to sit for long periods of time during the workday and to occasionally lift office supplies weighing up to 10 pounds.
- Ability to operate a keyboard and a multi-line telephone simultaneously with a high degree of accuracy.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBR PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#17200-NO LATER THAN DECEMBER 31, 2017.

EQUAL OPPORTUNITY EMPLOYER