

The CARE Center, Inc.  
JOB VACANCY NOTICE

POSITION: Clerk Typist (Part-Time)  
Mental Health Outpatient and Drug & Alcohol  
Butler, PA

PAY GRADE: 2

WAGE: \$9.75 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- 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, insurance companies, vendors, medical practitioners and institutions, patients 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, forms, supply and equipment requisitions, payment and billing information, etc.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**REQUIRED QUALIFICATIONS:**

- Demonstrated proficiency on a typewriter and/or computer keyboard, at a minimum speed of 45 words per minute with no more than three 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 Human Services and FBI Fingerprint Clearance.
- Ability to communicate with effectiveness and carry out specific instructions.
- Ability to sit for long periods of time during the work day.
- Ability to operate a keyboard and 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 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#1836-NO LATER THAN MARCH 9, 2018.**

***EQUAL OPPORTUNITY EMPLOYER***