

SOUTHWEST BEHAVIORAL CARE, INC.

JOB VACANCY NOTICE

Become a leader...Become an innovator...Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS!

POSITION: Clerk Typist (Full-time)
Drug & Alcohol Patient Accounts (Greensburg Office)

PAY GRADE: 2

WAGE: \$19,203 (as a minimum)

ESSENTIAL 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 through Credible, CPR system, and ClientSuite.
- 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.

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;
- Ability to communicate with effectiveness.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Public Welfare and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to identify inconsistencies in data and format and communicate findings to the supervisor.
- Ability to understand and carry out specific instructions.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., **OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607**, email kjohnson@sphs.org ATTENTION: POSTING#1992 – NO LATER THAN APRIL 19, 2019.

EQUAL OPPORTUNITY EMPLOYER