



Burke Job Posting / Job Description

Position Title

Support Staff – A.H. – East Texas Behavioral Healthcare Network (ETBHN) – Lufkin, TX

Position Number

P #1681

General Description

Support Staff will assist Telemedicine Manager and Telemedicine Coordinator with Advanced Nurse Practitioner and Physician contracts; prescriptive authority agreements; credentialing prescribers with Burke Human Resources and Contracted Community Mental Health Centers; yearly, quarterly and monthly meetings arrangements and minutes; Telemedicine monthly billing and invoicing; purchasing; and maintain software and application systems specific to Telemedicine Department. Some travel is required.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Required: Two (2) years' of responsible clerical and administrative support experience

Required: Proficient in Microsoft Word and Excel

Licenses/Certifications

Required: Valid Texas Driver's License

Special Requests or Comments

Required: Must be able to complete Defensive Driving and Training Modules. Must have a driving record insurable by Burke's insurance administrator. Applicants may be asked to complete a pre-interview screening that addresses computer skills.

Physical Requirements

Required: Must have visual and auditory skills sufficient to interact with consumers and staff. Mobility required to bend, reach, lift (up to 25 pounds) for carrying charts, supplies and equipment. Fine motor skills are required for legible writing.

Hours

Monday through Friday; 8:00 a.m. to 5:00 p.m.; travel is required up to 30% of the time.

Salary

\$22,000 annually

Notice to All Prospective Burke Applicants

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.