



Burke Job Posting / Job Description

Position Title

Support Staff – C.T. – Polk Mental Health Clinic - Livingston, TX

Position Number

P #1717

General Description

This position is responsible for but not limited to: scanning and managing records and assisting clinical staff. Duties also include greeting clients and visitors, answering a very busy multi-line phone system, mail dispersal and routing, scheduling appointments for clinical staff, fee collection, and data entry. Good organizational skills are a plus. This position will require travel to our satellite offices.

Education

Required: Graduation from an accredited high school or its equivalent.

Experience

Required: Six (6) months clerical experience.

Preferred: One (1) year of responsible clerical experience with excellent receptionist and computer skills. Experience working in a medical and or mental health related setting is preferred.

Licenses/Certifications

Required: Valid Texas Driver's License.

Special Requests or Comments

Preferred: Bilingual (English/Spanish)

Physical Requirements

Required: Must have visual and auditory skills to type efficiently and utilize computer, typewriter, and calculator. Must sit for long periods of time throughout the workday. Sight, hearing, talking, lifting up to 25 pounds, walking, driving vehicle, and hand/finger dexterity are needed skills.

Hours

Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional after hours may be required.

Salary

\$22,000 annually, depending on qualifications and experience.

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.