



Burke Job Posting/ Job Description

Position Title

Support Staff – C.M. – Developmental Disabilities- Lufkin, TX

Position Number

P #1193

General Description

This position interacts on a daily basis with the general public and Burke staff. The Support Staff is responsible for tracking expiration dates and ensuring documentation is current; processing and assisting the Service Director with enrollment activities; and data entry. Other duties include answering multi-line phone, mail dispersal and routing, processing records request, scanning documents into electronic charts, processing invoices, ordering supplies, as well as other miscellaneous duties. This position must maintain an effective working relationship with consumers and staff. Maintain confidential data as required by policy and procedure. Must demonstrate good verbal and written communications skills. Excellent time management and organization skills is a must.

Education

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

Experience

Required: One (1) consecutive year of responsible clerical experience.

Required: Proficient in Microsoft Word, Ability to type 45 WPM, experience with multi-line telephone system.

Preferred: At least two (2) years of consecutive secretarial experience.

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Required: Sight, hearing, talking, walking, lifting up to 25 pounds, ability to sit and stand for prolonged periods of time, bending or kneeling, driving a vehicle, and hand/finger dexterity. Must have a driving record insurable by Burke's insurance administrator.

Hours

Monday through Friday, 8:00 a.m. to 5:00 p.m.

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.