



Burke Job Posting/ Job Description

Position Title

Support Staff – P.P. – Burke ECI Program – Lufkin, TX

Position Number

P #1728

General Description

This position is responsible for: scheduling referrals, entering information into a database; answering the phone and efficiently directing calls to various staff; maintaining, organizing and filing assigned reports and records; providing assistance to ECI staff; and other duties as assigned by the Service Director. The Support Staff must have knowledge of word processing and database software programs and must have excellent telephone and communication skills. This position will require some travel between the Lufkin and Nacogdoches office.

Education

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

Experience

Required: One (1) consecutive year of responsible clerical experience with good receptionist skills. Knowledge of Microsoft WORD and Excel.

Licenses/Certifications

Required: Valid Texas Driver's license

Physical Requirements

Required: Must have visual and auditory skills to handle telephone, receptionist duties; mobility required to bend, reach, lift (up to 50 lbs.), while carrying charts and equipment during a work day; ability to sit or stand for prolonged periods of time; fine motor skills for legible handwriting and typing.

Special Requests or Comments

Required: Must be physically able to complete CPR, First Aid, and Defensive Driving training modules. Must have a driving record insurable by Burke's insurance administrator.

Hours

8:00am to 5:00pm, Monday through Friday. However, the position may require after-hours work to complete job responsibilities.

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.