



Burke Job Posting / Job Description

Position Title

Support Staff - N.T. - Centralized Intake - Lufkin, TX

Position Number

P #1464

General Description

This position interacts on a daily basis with the general public, visitors to the office and Burke staff. Responsibilities include: answering multi-line phones, answering requests for Burke services and scheduling appointments for new clients, data entry, records maintenance, and acting as receptionist for Intake. Must demonstrate good verbal and written communication skills, telephone etiquette, maintain an effective working relationship with consumers and staff. Must maintain confidential data as required by policy and procedure. Assist supervisor in data gathering, completion of reports and daily office operation. Travel to satellite clinics will be required. The position is under the direct supervision of the Support Staff Supervisor.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Required: Two (2) years of clerical experience and moderate to advanced computer skills.

Preferred: Minimum of three (3) years of clerical/receptionist experience in a medical or mental health related setting.

Preferred: Bilingual (English/Spanish)

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Required: Sight, hearing, talking, walking, lifting up to 50 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; 8:00am to 5:00pm

Salary

\$22,000 annually

Travel reimbursement is provided

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.