



Burke Job Posting / Job Description

Position Title

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

Position Number

P #1574

General Description

The Support Staff functions primarily as clerical support for a closed-door mail-order pharmacy. Work may include: opening and verifying contents, entering data into computer system (MD Cares & Pioneer RX), restocking shelves, and keeping inventory. Secondary duties will include: answering telephones and helping in the shipping department. Also, excellent phone skills are required. This position must interact effectively with the pharmacy staff to ensure all pharmacy standards are in compliance and must be capable of assessing needs and formulating solutions to meet pharmacy needs with a minimum of supervision. Excellent verbal and written communication skills are needed. Travel may be required on an as-needed basis.

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 am – 5:00 pm

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.