



## **Burke Job Posting/Job Description**

### **Position Title**

Support Staff – P.P. – Nacogdoches Mental Health Clinic - Nacogdoches, TX

### **Position Number**

P #716

### **General Description**

This position is responsible for but not limited to: completing fee contracts, communication with insurance and financial services for authorization of services, fee collections, greeting clients and visitors, answering a very busy multi-line phone system, assists in coverage of reception area, record keeping, scheduling and maintaining appointments for physicians, therapists and clinical staff, data entry, and filing as well as other duties as assigned. This position must maintain an effective working relationship with consumers and staff. Maintains confidential data as required by our policies and procedures. Must demonstrate good verbal and written communication skills. The position is under the direct supervision of the Administrative Manager.

### **Education**

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

### **Experience**

Required: One (1) year of responsible clerical experience; working knowledge of Windows and Word.  
Preferred: At least three (3) years of clerical experience in a medical or mental health related setting working with billing and medical insurance.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

### **Physical Requirements**

Required: Must have visual and auditory skills to type efficiently and utilize computer 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 - Friday; generally, 8:00am to 5:00pm.

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.