



Burke Job Posting / Job Description

Position Title

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

Position Number

P #253

General Description

This position interacts on a daily basis with the general public, visitors to the center and Burke staff. Responsibilities include answering a multi-line phone, directing calls to various staff, answering requests for services and scheduling appointments for new clients, records maintenance, filing, checking in clients for appointments, and lobby appearance. The Support Staff employee must demonstrate good verbal and written communication skills with superior telephone skills. The position is under the direct supervision of the Service Director.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Required: Two (2) years of clerical experience with excellent receptionist and computer skills.

Preferred: At least three (3) years of receptionist/secretary experience. Experience working in a medical and/or mental health related setting.

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 - 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.