



MERCER COUNTY BEHAVIORAL HEALTH COMMISSION

DEPARTMENT: Central Intake Unit

JOB TITLE: Clerk Typist II

FLSA STATUS: Non-exempt

EMPLOYMENT STATUS: Full-time

HOURS OF WORK: 37.5 Hours/Week

OVERALL OBJECTIVE OF JOB

This is a responsible professional clerical position involving the application of clerical and receptionist duties required to assure smooth and efficient office operations.

ESSENTIAL FUNCTIONS OF JOB

- The incumbent of this position will be directly responsible for sharing the clerical and receptionist duties within the Central Intake Unit of the Mercer County Behavioral Health Commission, Inc.
- As receptionist, the incumbent of this position is responsible for answering and routing all incoming calls and greeting the public.
- Responsible for setting up all Central Intake files, this to include the assignment of case numbers, construction, and maintenance of all required paper forms applicable to records of specific client, disposition of all outgoing/incoming paper information to the respective files, and the entry, construction, and periodical maintenance of these records into the computerized software of the BHC.
- Position will be responsible for clerical duties, e.g., typing, filing, and scheduling appointments. Including proof reading documents, reports, letters, service authorizations, office forms, etc. for all staff within the Central Intake Unit.
- Responsible for processing incoming and outgoing mail, assuring the proper department coding of outgoing mail and proper dispersing of incoming mail.
- Responsible for the filing of correspondence, memos, and other appropriate documents for assigned professional staff.
- Responsible for entering enrollments from all applicable providers for Outpatient Mental Health, Drug & Alcohol Programs.
- The incumbent of this position is responsible for the maintenance and monitoring of the office supplies at the Central Intake Unit. These duties shall include keeping track of supplies that are needed and processing the necessary paperwork to the Purchasing Agent to be ordered, as well as reconciling orders that are delivered to the Central Intake Unit.
- Responsible for the coordination, maintenance, scheduling, and data entry of Court Administrator D&A evaluations.
- Responsible to fill in for other clerical staff at the Mercer County Behavioral Health Commission, Inc. Performs other job-related duties as assigned.
- Responsible for all MA Apps and visits to the Jail.

OTHER DUTIES OF THE JOB

- Attends meetings, training and staffing as required.
- The incumbent of this position encounters confidential information regarding consumers and must maintain strict confidentiality as defined by state and federal regulations and agency policy.
- Position will require participation and active involvement in departmental functions to support organizational philosophies and mission.
- Position will participate in Quality Assurance activities as required to ensure program compliance and quality of service delivery.

SUPERVISION RECEIVED

Position is responsible to the Administrative Assistant. Supervision is done through individual and/or group meetings on an ongoing basis or as needed.

SUPERVISION GIVEN

Not applicable.

WORKING CONDITIONS

- Work indoors in limited workspace with adequate lighting, temperature, and ventilation.
- Works with average indoor exposure to noise, stress, and disruptions.
- Normal indoor exposure to dust/dirt.
- Works in conditions of potential outbursts or disruptive behavior of clients.
- Travels periodically to consumers or other work sites as needed.

PHYSICAL AND MENTAL CONDITIONS

- Must possess ability to record, convey and present information, explain procedures, and follow instructions.
- Must be able to sit for lengthy periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching, and driving as necessary to perform essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to perform duties of job.
- Must be able to lift and/or carry items such as, laptop in case, personal briefcase, work related supplies and miscellaneous objects with a maximum weight of thirty (30) pounds.
- Must apply safe lifting and carrying practices. If an item weighs more than maximum weight limit, employee must make more than one trip to carry all necessary items to their vehicle and/or to or from designated worksites.
- Occasional exerting and/or lifting of up to 50 pounds may be required for the maneuvering of equipment or supplies to and from designated worksites.

- Must be able to cope with the physical and mental stress of the position.
- Must be able to react quickly physically and mentally in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly to consumers' needs and/or requests as necessary as it applies to your position.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

- Must have a high school diploma or GED.
- A minimum of one-year experience within the clerical field.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Must be able to speak and understand the English language in an understandable manner to perform essential job duties.
- Must possess effective communication and interpersonal skills.
- Must possess initiative and problem-solving skills.
- Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers, and others.
- Must possess ability to maintain confidentiality regarding consumer information and records.
- Must possess the technical knowledge of operating personal computers and other office equipment.
- Must possess ability to plan and organize work and prepare adequate records and reports.
- Must possess ability to understand and interpret laws and regulations regarding MH/MR programs and services.

Qualified candidate must have a high school diploma or GED. A minimum of one-year experience within the clerical field. PA Child Abuse, PA Criminal Record and Federal FBI clearances will be required. Must possess a valid driver's license and access to reliable transportation for in-county travel. Competitive salary with excellent fringe benefits provided, commensurate with experience and education of the candidate.

Interested candidates may submit an employment application from our website www.mercercountybhc.org, or you may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

Please send application to:

ATTN: Lynnett Beck, HR
Mercer County Behavioral Health Commission, Inc.
8406 Sharon-Mercer Road
Mercer, PA 16137

Email to: Lynnett.beck@mcbhc.org

Fax to: 724-893-1067

Affirmative Action/Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the Employer provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.