

MountainHeart Job Description

Job Title: Clerical/Data Entry
Department: Birth to Three
Reports To: Director
FLSA Status: Non-Exempt
OSHA Category: Category 3

Summary: This position is responsible for ensuring data entry and filing is keep up to date. In addition they act as the point of contact for practitioners, telephone communication and coworkers.

Essential Duties and Responsibilities

- Manage front desk.
- Answer phones.
- Greeting customers and staff in a professional manner.
- Filing of confidential documentation.
- Date entry.
- Processing mail.
- Making copies.
- Other supportive duties as assigned.

Supervisory Responsibilities:

No supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Confidentiality – Must maintain confidentiality in and outside the office setting.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, typing, organizational and listening skills.

Updated: August 1, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

Education and/or Experience:

High school diploma or GED equivalent.

Must have valid driver’s license, clear criminal background and APS/CPS check.

Language Skills:

Ability to write reports and other written communication. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, reach, pull, push, bend, stoop, and squat. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date