

NORTH CENTRAL BEHAVIORAL HEALTH SYSTEMS, INC.

INTERNAL POSTING

POSITION: Secretary/Receptionist
DEPARTMENT: Support Services
STATUS: Nonexempt
LOCATION: LaSalle
HOURS: Full-time (40 hours/week)
START DATE: July 31, 2020

ESSENTIAL FUNCTION:

Position based out of the LaSalle office. Schedule will be days with exact hours to be determined. Arranges for the efficient and orderly scheduling and process of clients. Performs secretarial duties associated with the front office area of focus. Ensures that accurate client information is collected and that clients are aware of agency policies and procedures.

Reports to the Manager of Support Services

RESPONSIBILITIES:

1. Answers the phone and processes calls/inquiries
2. Meets, greets and processes individuals who present in the front office
3. Schedules client appointments utilizing an electronic scheduler
4. Accepts and receipts payments, balances cash receipts and makes bank deposits
5. Ensures consumer confidentiality.
6. Transcription of dictated materials
7. Processes Work Order Requests
8. Has reliable transportation and is willing and able to travel to other NCBHS offices as needed.
9. Has ability and willing to work additional hours as needed.
10. Performs other major responsibilities within the scope of Support Services and as assigned by the Manager of Support Services.

QUALIFICATIONS:

High School diploma or equivalent
Minimum of two years of experience or college courses equivalent to two years of college
Human relations skills to use tact and diplomacy in contacts with employees and the public
Verbal ability to receive and impart accurate information
Clerical perception to proofread typewritten copy and file records required
Knowledge of keyboard and computer proficiency is mandatory
Ability to be aware of matters being handled, to exercise good judgment and be able to function in a fast paced environment with limited supervision.
Good listening and speaking skills
Manual dexterity is essential for equipment operation

If you are interested in this position, please contact our internal HR DL or send application/resume to: hr@ncbhs.org or mail to NCBHS, PO Box 1488, LaSalle, IL 61301.