

INTERNAL/EXTERNAL

POSTING



POSITION OPENING

Care Coordination Secretary

(Personal Independence Center Location)

VACANT POSITION AVAILABLE: Care Coordination Secretary

MINIMUM REQUIREMENTS: Associates Degree and/or High School Diploma/GED. Secretarial training or education preferred. Two years experience as a secretary. Must possess excellent typing skills and have experience with computer operations, including word processing and spreadsheet applications. Effective organizational and communication skills. Must have initiative, judgment, tact, ability to problem-solve in a teamwork environment. Relationship with staff and other attributes necessary for meeting and dealing effectively with the public, as well as, agency personnel. Driver's license and automobile insurance are required.

JOB RESPONSIBILITIES: Provides reception and phone coverage, including scheduling of new referrals. Provides secretarial support services for program supervision and staff. Greets/announces visitors. Processes/distributes daily mail to and from other buildings. Creates and processes forms and letters for mailings and program operations. Completes Fee Determinations. Assists with computer problems. Performs other duties assigned by supervisor. Demonstrates knowledge of, and actively supports culturally competent, recovery-based practices.

POSITION TYPE: Full Time; Hourly

RATE OF PAY: \$14.90 - \$18.87 per hour

IF INTERESTED: Submit resume and letter of application to Human Resources Supervisor, c/o: Tuscola Behavioral Health Systems, 323 N. State St, Caro, MI 48723, www.tbhsonline.com, EOE

APPLY ONLINE:



APPLICATION DEADLINE: Open until position is filled.

POSTING DATE: May 13, 2024