

JOB OPPORTUNITY

Child & Adolescent Behavioral Health

Position Available: Full-time Clerical for Canton Shipley Office

Job Duties/Description

Computer knowledge, typing skills, knowledge of NextGen computer program, telephone etiquette, knowledge of and use of office equipment. Clerical duties such as fee updates and initial intake data entry. Working with clinical records and release of information. RHIT designation/or education in the medical records field preferred.

Hours may vary.

Salary Range: Will vary based on experience

Hours: Regular Non-Exempt Full-time position. Must be available to work 1 – 2 evenings per Week.

Location: Canton Shipley Office

Send resume/apply by November 13, 2020

To: Mary Rhodes, Administrative Assistant, mfrazier@childandadolescent.org

Questions to Susan Finsel, AAS, RHIT, Welcome, Access, and Medical Records Lead @
(330) 454-7917, ext.187.

An Equal Opportunity Employer

APPLICATION FOR INTERNAL JOB POSTING

Position Posted: Full-time Clerical

Deadline for Applying: 11/13/2020

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Name: _____

Office Phone: _____
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WORK EXPERIENCE: Briefly describe any of your current or prior work experience which relates to the duties of the vacant position

EDUCATION/TRAINING: Briefly describe any formal education and/or training (include specific job-related course work) which relates to the duties of the vacant position.

Stark County EEO-5

Date Received: _____
Staff Initials: _____