

Van Buren Community Mental Health

NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: July 9, 2021

Title: Access Technician

Position Number: C399930

Program: Clerical Services Unit	Office Location: Paw Paw	Status: Regular Full-Time; 37.5 hrs/wk
Union: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Benefits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Salary Scale: \$14.84 - 19.95 per hour

Basic Responsibilities:

Assists in providing efficient and effective intake, access, and clerical support services. Assists in ensuring services are documented according to all applicable standards, including data input into computer.

Summary of Required Qualifications:

- High school diploma or GED and the ability to read, write, and comprehend in order to accurately complete essential functions.
- At least one year of experience relevant to essential job functions.
- Computer literacy in software and web-based management systems and the ability to learn new systems.
- Demonstrated ability to accurately type 50 wpm, utilize electronic medical record system, do data and word processing, and correctly format, edit and proofread documents.
- Ability to sit at a computer terminal, switchboard, or reception area for long periods of time.
- Ability to communicate effectively, do moderate bending, reaching, squatting and light lifting to access files, and ability to work independently and as part of a team, including the ability to be self-motivated and work in fast-paced environment performing multiple tasks.
- Demonstrated working knowledge of insurances as it relates to performing principal tasks, preferred.

Summary of Essential Job Functions:

- Provides intake for customers in need of or requesting agency services, including completion and distribution of required intake forms.
- Assists in the completion of the financial intake process, financial updates, and re-determinations. Determines the customer's ability to pay; gathers demographic information; collects third party billing information and obtains assignments and releases.
- Reviews assessment form(s) with customer to assess for completeness and answers customers questions about forms and services.
- Assists in assessing customers' language and communication needs and coordinates appropriate accommodations as needed.
- Assigns system ID numbers, distributes documents, and performs filing of intake/financial documents.
- Performs data entry of financial intake information & initial authorization of services in software.
- Provides switchboard coverage & substitutes for other clerical staff, as scheduled.
- Assists with linking, coordinating, and providing access services within and between affected programs, community agencies (e.g., schools, hospitals, police departments, jails, etc.), and placements.
- Obtains after-hour crisis reports and distributes to appropriate programs or persons and assists to create & maintain customer data reports to meet external requirements.

To apply, submit your cover letter and resume by email to the HR Office:

Chris Johnson, Personnel Specialist, cjohnson@vbcmh.com
Human Resources Office, PO Box 249, Paw Paw, MI 49079

Equal Opportunity Employer

Approved by:


Debra Hess, CEO

