



# Center for Families and Children

## INTERNAL VACANCY ANNOUNCEMENT

<u>Position:</u>	<u>Posting Date</u>	<u>Closing Dates</u>
Clerical II – Reentry Pilot Project	September 28, 2005	Internal Bids: October 5, 2005

\*\*\* AN EQUAL OPPORTUNITY EMPLOYER \*\*\*

### JOB SUMMARY

Under supervision, performs a combination of clerical tasks to maintain routine program/department functions. Chooses the proper procedure to complete each task. Uses good judgment in solving routine problems.

### JOB DUTIES & RESPONSIBILITIES

- Performs front desk duties – such as answering phones, checking in clients for appointments. Notify staff when client arrives. Insures client receives intake paperwork, etc.
- Transcribes reports, letters and memos, including more complex numeric and statistical data. Proofs finished copy to ensure accuracy of all information.
- Sets fees according to agency policy. Explains fees to clients and workers. Obtains documentation of insurance coverage.
- May open, close and transfer cases. Pulls charts as needed, returning them to appropriate office. May perform record review including checking for completeness. Obtains appropriate diagnosis data, codes and signatures.
- As instructed, makes appointments, arranges for meeting rooms. May attend meetings and take minutes.
- Reviews Time Reports and verifies information for completeness and accuracy. Checks with appropriate staff to resolve questions or problems.
- Enters data on the computer. Works from standardized source documents that require little or no selecting or interpreting of data to be entered.
- Handle(s) petty cash, bank deposits. Monitors office supply inventory. Orders supplies as needed. Coordinates service calls for office equipment.
- Maintains confidentiality of all client, staff and agency-related data in accordance with Center policies.
- Performs other duties as assigned.

### JOB QUALIFICATIONS

- Must be a high school graduate with minimum of one year of office experience.
- Must be skilled in the use of office machines and word processing, with minimum typing speed of 50-60 wpm. Basic computer skills required for performing data entry and inquiries. Must have good mathematics, spelling and grammatical skills.
- Must be able to work in an organized, time effective manner and possess good interpersonal skills.
- Must be able to manage confidential material.
- Must have an awareness of and sensitivity to the cultural diversity or the population served.

### APPLICATION PROCEDURES:

Submit an **Internal Applicant Bid Form** and an **Application for Employment** (a current resume may be submitted in lieu of an application) to:

The Center for Families and Children  
Human Resources Department  
Attention: Clerical - ReEntry  
4500 Euclid Avenue  
Cleveland, Ohio 44103  
HR Fax # : (216) 432-7257  
HR Email: [careers@c4fc.org](mailto:careers@c4fc.org)