

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED 10/06/99
DATE AMENDED 10/5/08

TITLE OF POSITION: Secretary II

POSITION NUMBER: 06

PROGRAM: All

MINIMUM TRAINING: High school graduate or equivalent. Data entry, computer, and typing skills may be required.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

SUPERVISOR: Office Manager

SALARY MINIMUM: \$16,640

WAGES AND HOUR STATUS: Non-Exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES¹:

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Perform receptionist and other duties including but not limited to scheduling appointments, notifying clinical and psychiatric staff of appointment arrivals, cancellations, and breaks, coordinating coverage for clinic schedules, updating/entering client data in Avatar, answering and redirecting incoming calls, and other associated duties.
2. Perform cashier duties including but not limited to making payment arrangements with clients and receipting incoming monies, completing daily deposits, updating/entering client data in Avatar, handling the day-to-day functions of the Indigent Drug Program, and other associated duties.
3. Perform intake/admission duties including but not limited to entering data at client admission to program, obtaining appropriate paperwork and client signatures, compiling and assembling charts, entering updated third party information into Avatar, assisting clinical staff with Service Orientation and other associated duties.
4. Perform medical records duties including but not limited to pulling and filing charts, filing documentation, maintaining, organizing, purging, and closing charts according to set guide-

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

lines, releasing records to outside agencies upon authorized request, and other associated duties.

- Perform data entry tasks including but not limited to completing Staff Activity Logs (SALs) for psychiatric staff, checking, auditing, and re-keying SALs, entering data for and assembling charts for outreach components, completing contract billing, answering and redirecting incoming calls, assisting clinical staff, providing coverage for other support staff, and other associated secretarial duties.

Physical Requirements:

Activity	Expectation
Standing	<input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Frequent
Driving vehicles	<input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> Frequent
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> Frequent
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> Frequent

Speaking: Yes No
Hearing: Yes No
Reading Comprehension: Yes No

Ability to lift and carry up to 20 pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

	Infrequent (2 to 3 times year or less)	Occasional (2 to 3 times Month)	Frequent (2 to 3 times/Week or more)	N/A
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (non-exempt only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

Copy received by:

_____ **Date** _____