

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

DATE ESTABLISHED 10/06/99
DATE AMENDED 4/1/06

TITLE OF POSITION: Secretary II - Adult Services (Bay)

POSITION NUMBER: 06-3

PROGRAM: Adult Services (Bay)

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: Staff Assistant

SALARY MINIMUM: \$16,640

WAGES AND HOUR STATUS: EXEMPT: _____
NON-EXEMPT: XX

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:*

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 CMHC, 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 CMHC, 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 CMHC, assisting clinical staff with Service Orientation groups, 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 guidelines, releasing records to outside agencies upon authorized request, and other associated duties.

5. 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.

Copy received by:

_____ **Date** _____