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Administrative Offices 1819 Gull Road
Kalamazoo MI 49048
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ccdok.org

EMPLOYMENT NOTICE

April 18, 2014

Please Post

POSITION TITLE: Office Staff Supervisor

POSITION DESCRIPTION: To facilitate efficient and effective office operations/activities; manage reception duties and oversee staff including providing coverage at reception desk as assigned; manage Bridges client enrollment, scheduling, authorizations and billing and statistical reporting for programs. Promote the mission of Catholic Charities Diocese of Kalamazoo and positive working relationships among staff.

MINIMUM REQUIREMENT: Associate Degree and some supervisory and billing experience; or High School diploma and 5 years' experience. Medical billing experience preferred.

HOURS: 37.5 hours per week, 8:30 am to 5:00 pm

SALARY: \$14.00/hour

TO APPLY: Send cover letter and resume to:

Vicki Matunas, HR Coordinator
Catholic Charities Diocese of Kalamazoo
1819 Gull Road
Kalamazoo, MI 49048

or email

vickimatunas@ccdok.org

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