



## MRC Job Posting

**POSTING DATE:** August 25, 2016  
**JOB TITLE:** Document Retention and Data Entry Clerk  
**JOB ORDER:** 100  
**HOURS:** Part-time regular, 28 hours per week  
**REPORTS TO:** BridgeWays Program Director (Bridge Ways)  
*Dotted line to:*  
*Director HR and Community Relations (HR)*  
*Executive Secretary (Scanning)*  
*Community Employment Unit Manager (Community Employment)*

**JOB FUNCTIONS:** Provides general paper and electronic document retention, data entry and other administrative support to multiple assigned administrative and program areas. Maintains employee personnel files, clinical records, and performs scanning, data entry, copying and other miscellaneous administrative duties as assigned.

### **Duties:**

#### *Human Resources Duties:*

- Maintain all documentation in employee personnel files. Includes active, terminated and volunteer/internship files.

#### *Administration Duties*

- Scan electronic records and perform conversion projects as assigned including scanning from closed files, merging scans into a complete electronic record and burning completed, scanned files to a disk.

#### *BridgeWays Duties*

- Maintain clinical consumer files according to established policy, procedure and relevant agency guidelines including CARF, HIPAA and CMH.
- Organize electronic files and create electronic files for shared drives.
- Maintain archived files.
- Review documents for accuracy prior to uploading to Smartcare system.
- Upload behavior treatment plans and addendums to the Smartcare system.

#### *Community Employment Duties*

- Perform data entry into the Community Employment database including entering consumer information, updating goals, objectives and interventions.

#### *All departments*

- Ensure confidentiality of all employee and consumer information.

- Maintain all files according to established regulations, policies, procedures and relevant agency guidelines including CARF, HIPAA, CMH, DOL, etc.
- Perform various copying projects as assigned.

**Knowledge, Skills and Abilities:**

- High School Diploma or equivalent.
- Minimum one year experience with paper and/or electronic filing systems required,
- Prior experience in a setting requiring HIPAA compliance preferred.
- Excellent organizational skills required
- Experience working with a personal computer required
- Must be able to maintain confidentiality
- Must have oral and written communication skills sufficient to communicate and ask questions relating to file system.
- Must have a valid Michigan driver's license, good driving record and the availability of a licensed, reliable insured vehicle for use on the job.
- A drug screen, driver's license check, criminal records check and Office of Recipient Rights check are required for this position

**Work Conditions**

- Position works out of multiple office locations and requires local travel.
- Office environment with noise from computers, copiers, telephones and staff and client interactions.

**Physical Requirements**

- Must be able to tolerate prolonged standing, walking, stooping.
- Must be able to squat, reach, lift, and carry up to 50 pounds.
- Must be able to operate a computer keyboard and general office equipment including a copier and scanner.

**PAY RANGE:** \$9.49 - \$13.02/hour

**TO APPLY:** Submit application online at <http://www.mrcindustries.org>

**DEADLINE:** Friday, September 9, 2016