

**EMCMHC  
Job Description**

**CLASS TITLE:** Secretary

**DEPARTMENT:** Clinical or Chemical Dependency

**ACCOUNTABLE TO:** Designated Supervisor or Administrative Secretary

**PRIMARY OBJECTIVE OF POSITION:** Under general direction performs general secretarial duties within the Department assigned; Work varies little, requiring individual judgment within the specifically assigned Office protocol, and within EMCMHC policies and procedures.

**ESSENTIAL JOB FUNCTIONS:**

- Physical requirements may require lifting up to 35#'s (greater with assistance), bending, stooping, climbing steps, and prolonged sitting;
- Must have ability to communicate orally and in writing;
- Work is generally performed in an office;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain certification throughout employment;
- Must possess Certification to enter SAMS records; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

**Clinical Department:**

- A primary responsibility is as a receptionist for the assigned department, answering the phone , screening and directing phone calls, and scheduling appointments;
- May facilitate admission of walk-in clients as needed and complete admission forms and explains confidentiality;
- May scan paper filing into patient accounts in Credible;
- Assists counselors, nurse practitioners, and other clinicians as needed;
- If applicable, assures day treatment logs for personnel are completed correctly;
- May schedule appointments for Clinicians as appropriate;
- Maintains filing system including client records, Crises notes, and professional staff materials; and
- Functions in all aspects normally associated with the role of secretary at EMCMHC.

**Chemical Dependency Department:**

Perform all secretarial duties above and in addition:

- Copying Admission Packets and Group Handbooks as needed;
- Scheduling Termination Summaries on Counselors schedule and closing files;
- Overseeing PFL, MIP, CD groups, and 6 hour Education classes;
- May schedule appointments for Clinicians as appropriate;

**CLASS TITLE: Secretary (continued)**

- Assists Administrative Secretary as needed;
- Entering SAMS (Substance Abuse Management System) Admission, Discharges, PFL-ACT discharges, ASI's and follow-up;
- May serve as SAMS data entry coordinator;
- May oversee Telemed Services as a Site Facilitator;
- May attend weekly staff meetings and record the minutes from these meetings on a weekly basis; and
- Performs those additional duties and responsibilities that may be assigned.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** None

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from High School or its equivalent;
- Possess typing and computer skills; PLUS
- One (1) year of demonstrated work experience in an office setting;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain certification throughout employment;
- Must possess Certification to enter SAMS records; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Regularly checks and processes client logs per EMCMHC policy, maintains records, and the filing system;
- Composes standard correspondence and types reports, progress notes, initial assessments, psychological evaluations, and all required forms;
- Distributes incoming and outgoing mail, coordinates and purchase supplies for the office, maintains office routine and general office appearance;
- Satellite Office Secretaries shall contact Site Facilitator of any changes in their Telemed schedules;
- May, if involved with the Telemed Services, keep tract of Site Log attendance for groups or any Telemed presentations and forwards the information to the Site Facilitator; and
- Performs other duties as may be assigned.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**09-11-2014**