

Lookout Mountain Community Services

Job Announcement

JOB TITLE	POSITION NUMBER
Support Staff Lead	
POSTING DATE	DEADLINE DATE
	until filled
POSITION LOCATION	
LMCS Outpatient Clinic Fort Oglethorpe Outpatient Clinic	
GENERAL NATURE OF JOB DUTIES	
Completes administrative reports for outpatient clinic which can include processing failed claims/activities, chart closures, following up with clerical staff in regards to any clerical issues, provides trainings to new support staff and is a backup support to the Operations Manager at the clinic location	
MINIMUM QUALIFICATIONS	
<p>High School diploma or GED. One year experience performing clerical/office duties/tasks of routine difficulty in a medical or other office setting. Computer knowledge and data entry skills are required. Good customer services skills, ability to work productively and accurately in a VERY fast paced environment and ability to multi-task and adapt to changing duties/situations daily are required.</p> <p>Preference will be given to applicants who have experience in a medical/health office.</p> <p>Preferred Qualifications: Two years' experience performing clerical/office duties/tasks of routine difficulty in a medical or other office setting. Computer knowledge, data entry skills and spreadsheet skills.</p>	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p style="text-align: center;">Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445</p> <p><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i></p>	<p>Applications/resumes should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application/resume is not complete you may forfeit the opportunity of an interview. Keep a copy of your application/resume. Copying service is not available at LMCS.</p> <p>Due to the volume of applications/resumes received we are unable to provide information on your application/resume status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

This position may require pre-employment drug testing
An Equal Opportunity Employer