



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Building Better Lives

Admins Support II/ Data Entry

Job Information

Job Type: Full-Time

Pay: \$25,000 Annually

Program: Clinic /CCBHC

Location: Muscogee County

Posting Date: 12/22/2021

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

***ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. ***

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
2100 Comer Ave
Columbus, Georgia 31904

Fax: (706) 317-5004

Email:
jobs@nhbh.org

Website: www.nhbh.org

Job Description

This position will interact with individuals in services and will input and maintain data in the electronic health record. Collect and input identified data. All other admin duties as assigned.

Minimum Qualifications:

High School Diploma

Admin and data entry experience preferred. Proficient in Word and Excel. Ability to learn how to navigate NHBH's electronic health record and to learn GPRA reporting system. Excellent customer service skills required.

Preferred Qualifications:

No preferred qualifications are available at this time.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons Community Service Board does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.