



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Admin. Support 2

Job Information

Job Type: Full-Time

Pay: \$23,616 per year; **includes state C.O.L.A**

Program: Columbus Service Center

Location: Muscogee County

Posting Date: 5/3/2023

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) 596-5589

Email:
jobs@nhbh.org

Website: www.nhbh.org

Job Description

Under general supervision, the candidate will open and/or close the building; Answer phone; Unlock door for visitors and ensure they sign in; Greet visitors; Scan medical records; Prepare annual consent packets.

This position is Monday through Friday, 8am to 5pm.

Minimum Qualifications:

High school diploma or GED. A minimum of two (2) years' experience in a clerical position. Must possess excellent customer service skills. Must have the ability to access and utilize Microsoft Suite.

Preferred Qualifications:

Experience working with DD individuals.

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 Behavioral Health 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.

This position is subject to close at any time once a satisfactory applicant pool has been identified.