# logo UNIFIED COMMUNITY SERVICES

 *Serving Grant and Iowa Counties*

Unified Community Services mission and focus is targeted at contributing to the development of healthier individuals, families and communities within Grant and Iowa Counties by providing mental health, substance abuse, and developmental disabilities services*.* We strive to be a healthy preferred place to work- internally and externally as we serve our community in a variety of roles.

We are growing and seeking applications for an Administrative Professional to assist the Comprehensive Community Services Program. The position 40 hours/week Monday-Friday 8:00 AM to 4:30 PM in both of our Lancaster and Dodgeville locations. While we prefer qualified and talented individuals, ideal candidates will also share a passion to serve our community and find meaning and purpose in their work.

**Minimum Qualifications**

* Two years of experience as an administrative professional in a mental health or medical setting.
* An Associate degree in Health Information Technology preferred- transferrable experience and additional training may be considered.

**Essential Duties and Responsibilities**

* Process and coordinate referrals
* Assist in compliance monitoring and data tracking
* Accurately enter data into the electronic health record
* Maintain documents in the electronic health record
* Provide support to staff as needed
* Perform a variety of general administrative office tasks

**Required Knowledge, Skills, and Abilities**

* Good attitude and great social skills
* Communicates well verbally and in writing
* Compassionate and has a passion for helping others
* Maintains confidentiality
* Able to manage and navigate complex work environment
* Flexible with changing priorities due to emerging patient/clinician needs
* Professional appearance and demeanor that puts clients as ease

Screening of applicants will begin immediately and continue until positions are filled. Submit resume and letter of interest to:

Ben Biddick

Unified Community Services

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Lancaster, WI 53813

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EOE/AA/CRC