



Wellness Clerk

Reports to the Wellness Manager and is an hourly, non-exempt position. Responsible for performing a wide range of clerical tasks in a medical or health services environment. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Reviews health records for completeness on all enrollees.
- Schedules appointments for students with Health Care Professional Staff on and off-center.
- Reviews medical bills from off-center providers to ensure accuracy and resolves any discrepancies.
- Prepares purchase requests for pharmaceuticals and subcontractors' bills and general office supplies as directed by Health Services Supervisor.
- Answers phone, files, types memos, updates computer database.
- Prepares Health Management Information System Report (HMIS) and other reports, as directed.
- Operates office machines and instructs others in the operation of such machines.
- Attends required staff training sessions.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Education and Experience Requirements:

- High School graduate or equivalent. One year of experience in a complex clerical capacity.
- Prefer training in a medical clerical field. Experience in medical or healthcare environment.
- Valid State driver's license in the state of employment with acceptable driving record.

Additional Requirements: Ability to type accurately at a moderate speed. Sound business telephone techniques. Knowledge of word processing software applications. Ability to spell and use grammar correctly. Computer literate; ability to operate word processing applications, Excel and/or Lotus 1-2-3. Familiar with medical terminology. Good organizational skills. Excellent communication skills, both oral and written. Ability to effectively relate to trainee population. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

Working Conditions: This position involves frequent sitting and occasional standing, walking, bending, stooping and squatting. Applicant must be able to see, hear, and speak.

Environmental Demands: Position requires ability to spend 5% of work time outside and 95% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.