



CRAWFORD COUNTY
MENTAL HEALTH CENTER

CCBHC

Certified Community Behavioral Health Clinic

3103 N. Michigan Street
Pittsburg, KS 66762

620-231-5130
www.crawfordmentalhealth.org

Crawford County Mental Health Center is taking applications for a full-time **Receptionist**. This is a support staff position that involves answering telephone calls, taking messages for staff, greeting consumers and members of the public, and assisting them in communicating with agency staff.

Qualifications:

- A High School Diploma or equivalent is required
- Excellent communication skills, both written and oral
- Strong organizational and time management skills
- Attention to detail and accuracy
- Operate all general office equipment
- Maintain confidential information

Primary Responsibilities:

- Assist in the assessment of client needs.
- Act as receptionist for the center
- Enter data on computer as assigned
- Word process documents as assigned
- Word process from dictation
- Copy and distribute materials
- Make appointments for center staff as required
- Answer phones and return phone calls in a timely manner
- Assist with client needs, including answering clerical questions and helping to complete paperwork as needed
- Maintain all center and client information in a secure and confidential manner. Adherence to center confidentiality policy is an absolute requirement

Required Skills/Abilities:

- Obtain Certification for Management of Aggressive Behavior (MOAB) training. MOAB is an in-depth training program that teaches individuals how to recognize, reduce, and manage violent and aggressive behavior. Training provided.
 - MOAB training requires controlled movements, body positioning, and the ability to perform physical holds and restraint techniques.
 - The focus of MOAB training is to use techniques that can be effectively applied by employees of varying physical capabilities while minimizing potential harm to both the individual being restrained and the trained themselves.

Physical Requirements:

- Be able to get on the floor and rise without assistance
- Have full mobility in both arms and shoulders
- Prolonged periods of standing and walking

Salary and benefits package starting at \$16.83/hour. Benefits package includes participation in KPERS Retirement System, paid sick and vacation, health, dental, and life insurance.

Position open until filled

Apply online at <https://www.crawfordmentalhealth.org/careers/>

Or Send resume and references to:

Human Resources

911 E. Centennial

Pittsburg, KS 66762

620-235-7148 Fax

careers@cmhccc.org

Equal Opportunity Employer

Please indicate Receptionist on your application or resume.