

# UNION SETTLEMENT

Position: File Clerk Job Description

Department: Mental Health Services

Reports to: Business Manager

Position Summary:

File Clerk Job Description - highly organized, motivated professional to join our mental health team. Assist psychotherapists to keep our data and files accessible and organized. Organization is a priority and file clerk needs to remain available to assist all psychotherapists and administrative staff. The file clerk may need to go offsite as well.

## **Responsibilities**

Prepare charts/ binders

File all clinical and administrative documents in client charts/ may be asked to help with auditing of files

Answer phones and serve as receptionists as needed

Any other responsibilities as designated by supervisor and or director.

## **QUALIFICATIONS**

- High school diploma/GED required (Associate degree preferred)
- Ability to work independently
- Prior experience as file clerk preferred
- Bilingual Spanish preferred
- Self-motivated, conscientious
- Excellent organizational and time management skills
- Warm and engaging interpersonal skills

### **To Apply:**

Please send Resume: [jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate File Clerk Job Description in subject of e-mail.

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