



FCDAC

Fayette County Drug & Alcohol
Commission, Inc.

100 New Salem Rd., Suite 106

Uniontown, PA 15401

1-800-856-3576

Fax: 724-438-4453

POSITION ANNOUNCEMENT

Job Description Clerk Typist I

- Position is in a busy front office setting.
- Answer multi-line phone system, which involves directing incoming calls and completing initial screening on callers requesting services using an electronic Fact Sheet.
- Must be proficient in Microsoft Outlook, Word and Excel.
- Must have excellent data entry skills.
- Check clients in and out using data entry system.
- Responsible for registration of clients into the Client Automated Billing System by: inputting client-identifying data, completing computerized financial liabilities with detailed insurance information and take client payments.
- Schedule clients for appointments.
- Responsible for verifying Medicaid/managed care coverage on clients by accessing the PA DPW Promise System.
- Possess excellent customer service and phone skills.
- Ability to multi-task.
- Prefer 2+ years in a busy office.
- Must work one evening per week.
- Must be able to provide PA Criminal Record Check, FBI and Child Abuse Clearances and pass a pre-employment drug screen.
- Proof of recommended doses of an FDA approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA.

If interested, please submit a letter of interest and current resume to vbarnhart@fcdaa.org by April 20, 2022. EOE.

Mission

Enhancing our community's quality of life by promoting addiction free living.