

Bridge Health

Job Announcement

JOB TITLE	POSITION NUMBER
Customer Service Representative Part Time	TBD
Posting Date:	
December 30, 2024	
POSITION LOCATION	
Bridge Health CSB Intellectual and Developmental Disabilities Program	
GENERAL NATURE OF JOB DUTIES	
<p>Under general supervision assist families with completion of Department of Behavior Health and Developmental Disabilities (DBHDD) applications for services, complete payment vouchers, and work with the agency business office to arrange for payment/funding of services. Maintain good communication with families as services are arranged and until they are in place successfully. Maintain spreadsheet to ensure that funds are being utilized to their full potential. Collect information necessary to ensure enrollment into the Electronic Medical Record (EMR) system. Prepare admission and discharge documentation and utilize reports to ensure documentation is accurate. Good communication skills and good customer service necessary to work with internal and external stakeholders is a must for the person selected to fill this role. This position is part time however, the person selected for this position would be eligible to receive four hours of PAID HOLIDAY leave for agency Core Holidays, defined as Holidays for which the agency is closed for business, and the person selected will also be included in agency morale incentives quarterly.</p>	
MINIMUM QUALIFICATIONS	
<p>High School Diploma or GED, at least 21 years of age, and good driving history. Must possess good communication skills, and be proficient with basic computer applications such as Excel and Word. Flexibility of schedule is also a must.</p> <p>Preferred Qualifications: Previous experience with and/or any combination of training relevant to customer service. Strong customer services skills, understanding of budget, ability to prioritize multiple duties with interruptions, ability to problem solve and communicate with external and internal stakeholders.</p>	
HOW TO APPLY	
<p>Please email Resume to Jobs@lmcs.org OR you may complete a full Employment Application on our website at www.bridgecsb.org</p>	

This position may require pre-employment drug testing
An Equal Opportunity Employer