



Job Details

Title:	Center Billing Specialist	Created Date:	7/24/2014
Reports to:	Site Manager	Revision Date:	11/24/2017
Supervises:	None	FLSA Classification:	Non-Exempt
Full/Part-time:	Full/Part-time	Hours per Week Expected:	20-40

Purpose of Position:

Responsible for sometimes covering phone calls for STAR business lines in a professional manner, and acts as support staff. Assists Site Manager with membership processing, maintaining files, provides timely financial reports and other reports as needed. Assists center will basic billing entry as well as reviewing accurate billing entry by staff for center.

Essential Functions:

- Ensures daily member logs (signing in and out) are accurate and input into the computer, making sure all days are accounted for.
- Ensures daily transportation logs are accurate and input into the computer, making sure all days are accounted for.
- Ensures all billings are processed in a timely manner
- Maintains member’s files, membership database, and operation department files.
- Supplies support services to staff as needed
- Prepares monthly activity reports and monthly billing reports
- Assists Site Manager as needed with clerical support.
- Keeps membership applications in an orderly fashion and turn in completed applications to Billing Specialist at Administration
- Other duties as assigned:
- Assist with tasks around the center when needed
- Cover the front desk
- Member groups

Company Driver?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Safety Sensitive?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Transports Clients?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Physical Requirements

	Regularly	Frequently	Occasionally	Rarely
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching – with Arms & Hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping/Kneeling/Crouching/Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling/Touching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vision (Close, Peripheral, Depth, Ability to Adjust Focus)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting 10-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting 25-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting more than 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Education

GED or High School Diploma Required / Preferred

Experience:

Years & Type of Experience: Required / Preferred

Knowledge, Skills & Abilities:

- Good organization and communication skills
- Computer literate
- Friendly and outgoing and able to empathize with consumers
- Must know Microsoft Office.

Professional Certifications & Licenses:

Type & State: None Required / Preferred

Other requirements:

Self-identify as a Peer by the InterNational Association of Peer Supporters (iNAPS) or Mental Health America definition and/or have (or have had a history) of a Mental Health/Behavioral Health or Substance Use/Abuse Diagnosis (Bona Fide Occupational Qualification)

Required / Preferred

Peer Certification

Required / Preferred

At least 21 years of age (Bona Fide Occupational Qualification)

Required / Preferred

Valid AZ Driver's License

Required / Preferred

CPR/First Aid Certification

Required / Preferred

Criminal Background Verification

Required / Preferred

DPS Class One Fingerprint Clearance Card

Required / Preferred

Pre-Hire and Random Drug/Alcohol Screening

Required / Preferred

Job Description Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

It is the policy of S.T.A.R. – Stand Together And Recover, Inc. to provide equal employment opportunity to all persons regardless of age, color, national origin, citizen status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, status with regard to public assistance, status as a disabled veteran and/or veteran of the armed forces or any other characteristic protected by federal, state or local law.

Employee Signature

Date

Supervisor Signature

Date