Position: Support Level I: Secretary
Reference Number: 2018-14
Date Posted: 09/27/2019
Closing Date: Open until Filled
Starting Salary: $27,200
Hours/Schedule: Full Time (40 hours per week)
Location: Port Huron, MI
Start Date: Immediately

ESSENTIAL FUNCTIONS

An employee at this level is required to perform some or all of the following duties, which do not include all tasks to be performed:

- Provide clerical support for Human Resources
  - Maintain organizational charts
  - Back-up for payroll processing
- Maintain online training system
  - User maintenance
  - Assign training plans to staff as required
  - Track external training courses
  - Collect data from surveys
- Provide clerical support for internal and external conferences, trainings, and meetings
  - Schedule meeting rooms and equipment
  - Make travel arrangements
  - Create meeting/training materials and take meeting minutes if required
- Provide clerical support for Administration staff
- Answer main telephone lines
- Back-up for processing invoices and purchase orders

MINIMUM QUALIFICATIONS (AN EMPLOYEE MUST HAVE THE FOLLOWING CREDENTIALS, TRAINING, AND EXPERIENCE)
• High school diploma or General Educational Development (GED) certificate
• Demonstration of proficiency in Microsoft Word
• Ability to type 45 words per minute
• Ability to respond to and follow instructions or a regular established routine
• Ability to provide or exchange routine information
• Ability to provide simple assistance and cooperation
• Ability to work with individuals in a positive manner
• Ability to deal with minor conflicts tactfully
• Ability to solve a limited number of routine or simple problems when clear procedures are available
• Valid State of Michigan Driver’s License
• Must have access to transportation

PREFERRED QUALIFICATIONS

• One year of office experience
• Demonstration of proficiency in Microsoft Excel, PowerPoint, and Publisher
• Experience working at Pre-Paid Inpatient Health Plan (PIHP) and/or Community Mental Health (CMH)
• Experience taking meeting minutes
• Proficiency with fillable form creation through Adobe Acrobat

APPLICATION PROCEDURE

• Apply at http://www.region10pihp.org under Employment Opportunities.

NOTICE TO APPLICANTS

• When applying, be sure to include evidence that the minimum qualifications are met (resume, copy of license, copy of educational transcripts, description of years of experience, skill based experience/training, letters of reference, etc.).

• This position will be hired as employment-at-will.

• Applicants who meet the initial screening may be subject to a pre-interview test lasting up to two (2) hours.

• Any offer of employment is contingent upon a Criminal Background Check, as well as a 5 Panel Drug Screen. Potential candidates will be sent for a drug screen at a designated location at their own expense. When results are negative for the drug screen, the candidate will be reimbursed for the cost of the screening.

• Region 10 PIHP embraces an employment environment that promotes recovery and discovery, a person-centered approach to treatment/services, and cultural
competence. An employee in this or any position is expected to support the employment environment.

- Region 10 PIHP provides equal employment opportunities (EEO) to applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Region 10 PIHP complies with applicable state and local laws governing nondiscrimination in employment.

ABOUT US

Region 10 Prepaid Inpatient Health Plan provides public services for mental health and substance use disorders through the Community Mental Health agencies in Genesee, Lapeer, Sanilac and St. Clair counties and a panel of other care providers.

Mission: Promoting opportunities for Recovery, Discovery, Health and Independence for individuals receiving services through ease of access, high quality of care and best value.

For more information:

website: [www.region10pihp.org](http://www.region10pihp.org)

e-mail: hr@region10pihp.org

phone number: (810) 966-3399