

## Support Staff / Transcriptionist

We have an opening for FT (40 hours/week) Support Staff at our Shoreview location. The hours will be between 7:00 am and 4:30 pm, Monday –Friday.

### JOB SUMMARY:

With general supervision, support staff provides clerical support to the clinical staff, education staff and receptionist.

### RESPONSIBILITIES:

- Produce routine typing:
  - Individual treatment plans
  - Weekly case notes from clinical staff
  - 90 day reviews
  - Monthly consults for clients
  - Discharges
  - Other letter, forms, memos, special projects, etc as assigned
- Provide support for the front desk as needed, including opening and/or closing.
- Receptionist back up on incoming telephone calls, takes messages and responds to routine questions and requests.
- Assist in the breakfast/lunch program as needed.
- Produce photo copies as directed.
- Greet and direct visitors.
- Assist in coordinating the necessary facility maintenance.
- Other duties as assigned.

### EDUCATION, TRAINING, AND EXPERIENCE:

- High School Diploma or GED equivalent.
- Medical Transcription experience
- Experience with general office duties.
- Experience with Windows and Microsoft Office, including Word and Excel.
- Excellent communication skills
- Excellent interpersonal skills
- Excellent organizational skills
- Ability to maintain confidentiality in all matters
- Ability to type 55 wpm

Competitive pay, comprehensive benefits and a great work environment!

Send resumes and cover letters to [HR@lifespansmn.com](mailto:HR@lifespansmn.com)

or fax to (952)562-8586.

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