

## **JOB DESCRIPTION**

**Title:** **CLERICAL SUPPORT  
BERKS COUNTY RE ENTRY CENTER FORENSIC  
PROGRAM**

**Requirements:** High school diploma plus one year office experience; preferably in a health or behavioral healthcare setting. Computer skills required. Support services on location at Berks County Reentry Center.

**Accountability:** Forensic Coordinator

**Responsibilities:**

1. Assist counselors and program coordinator in developing and maintaining a client data base and record of all program services provided.
2. Maintain all information and reports as requested by BCC, the reentry center and funding sources.
3. File paperwork and maintain accurate and up to date client records. Maintain electronic records as required.
4. Process requests for information from medical records.
5. Maintain orderly operation and organization of office and office supplies.
6. Learn and utilize TMIS to record and track client authorization.
7. Assist with benefits and insurance authorization.
8. Maintain and organize forms drawer.
9. Complete any and all security and/or other training required.
10. Maintain all standards and polices and procedures of both BCC and the reentry.
11. Perform other clerical responsibilities upon request.

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Clerical Support Staff    Date

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Forensic Coordinator    Date