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Behavioral Health and Developmental Disabilities, Georgia Department of - DBHDD

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Sep 06, 2024

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**Our Agency**

The Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD) is the state agency that focuses solely on policies, programs, and services for people with mental health challenges, substance use disorders, intellectual and developmental disabilities, or any combination of these. As Georgia’s public safety net, DBHDD operates six field offices and five hospitals throughout the state within three program areas: behavioral health, developmental disabilities and hospital services.

Georgia Regional Hospital at Savannah (GRHS) is a state-funded multi-service facility operated by the Department of Behavioral Health and Developmental Disabilities. The hospital provides quality care to mentally ill adults and individuals living with intellectual and developmental disabilities from its 34-county catchment area in Southeast Georgia. GRHS opened in December of 1970 with a design to decentralize mental health services in the state and treat people nearer to their homes and families. The hospital provides evaluation and treatment to clients needing care. The hospital's admitting office is a psychiatric emergency receiving facility open 24 hours a day.

GRHS is seeking candidates for the position of **Admin Support 2/Leave Keeper on the Admissions / Temporary Observation Unit.**This position will work 8:00am - 5:00pm

**FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT.**

**Job Description**

This position will provide clerical support to the Admissions Unit on the third shift. Duties include, but are not limited to, the following:

* Assists with the observation monitoring of adult individuals with mental health issues
* Registers individuals, obtaining demographic information
* Obtains consent and insurance information from individuals
* Demonstrates a working knowledge of computer software and ability to learn new software programs
* Operates multi-line phone system, taking and relaying accurate messages
* Communicates with staff, individuals, and outside customers
* Works in Avatar and the electronic Behavioral Health Link (BHL) Board for referrals made to GA Regional Hospital at Savannah
* Obtains vital signs on Adult Mental Health individuals

**Preferred Qualifications**

In addition to meeting the minimum qualifications, preference will be given to candidates who demonstrate some or all the following skills/experience:

* High school diploma with at least 2 years’ clerical experience
* Proficient in MS Office Suite, preference for PeopleSoft, Avatar, Outlook/internet knowledge
* Ability to work in a fast-paced environment
* Good phone etiquette and communication skills, message-taking, detail-oriented, good follow-through skills
* Patient registration experience a plus but not required

**Benefits**

In addition to a competitive salary & benefits, GA Department of Behavioral Health and Developmental Disabilities is part of a statewide initiative called Total Rewards that seeks to attract and retain employees by supplementing their base pay and benefits with programs designed to improve the quality of their work environment and lead to greater job satisfaction and work/life balance. Eligible employees are offered generous benefits, including health and dental insurance; retirement and savings plan options; and paid holidays, vacation and sick leave. For more information, visit <https://dbhdd.georgia.gov/benefits>

**Employment Requirements**  
To ensure the safety and wellbeing of our employees, individuals and communities we serve, certain positions within DBHDD may require evaluations, vaccinations, professional licensure and certifications. Licenses must be current and enable providers to practice within the State of Georgia.

The following are a listing of evaluations and vaccinations that may be required for employees, including those not involved with direct care:

* Drug Screening
* TB Evaluation
* Annual Influenza\*

\*Limited exemptions may be made for documented medical contraindications or religious beliefs that object to vaccinations.

**DBHDD is an Equal Opportunity Employer**  
It is the policy of DBHDD to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.  
  
Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process.

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**