



Scioto Paint Valley Mental Health Center

Serving Fayette, Highland, Pickaway, Pike, and Ross Counties

Administrative Offices

P.O. Box 6179, 4449 State Route 159

Chillicothe, Ohio 45601 • (740) 775-1260 • Fax: (740) 775-0292

www.spvmhc.org

Customer Relations Representative – Pickaway County Clinic

We are seeking a skilled Customer Relations Representative to join our Pickaway County Team. The Customer Relations Representative will work collaboratively with customer relations team providing needed clerical services for the Pickaway County Clinic. Traveling to other agency clinics to provide temporary coverage may be necessary at certain times. Daily responsibilities include but are not limited to answering multi-line phone system, reviewing and updating client demographics/insurance, scheduling appointments, filing, and records request. Assures the confidentiality of all Center inquiries and client activity in accordance with Center policy and procedures.

Site Location: 145 Morris Road, Circleville, Ohio 43113

Hours of Work: 40 hours per week.

Minimum Requirements: High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent of education and experience. Experience in medical billing is preferred. Valid Ohio driver's license, use of personal car, and ability to utilize computers, transcription equipment and switchboards, and interactions with customers are required.

Salary: Based upon education and experience.

Benefits:

- Medical with Teladoc
- Health Savings Account
- Dental/Vision
- Short Term/Long Term Disability
- Life Insurance
- 403(b) Retirement Plan with Progressive Company Contribution
- Employer Qualified for PSLF Program

Scioto Paint Valley Mental Health Center is an equal opportunity employer.

Interested candidates must email or fax a letter of intent and updated resume to the Human Resources Department apply@spvmhc.org or 740-775-0292

When submitting via email, subject line must read: Customer Relations Representative – Pickaway County Clinic



Selected Programs Accredited