

MountainHeart Community Services, Inc. and WV Birth to Three, RAU 5, has one opening for a fulltime Data Entry Specialist/Clerical Position in our Elkins, WV office. The position requires a high school diploma or equivalent with clerical/secretarial concentration or two years work experience in clerical/secretarial setting. Preference will be given to applicants with prior WV Birth to Three experience.

This position is responsible for ensuring data entry and filing is kept up to date, at all times. In addition, the individual will act as the point of contact for practitioners, coworkers, families and WV Birth to Three State Staff.

Job Synopsis: The individual selected for this position must be able to multi-task, be extremely organized and willing to work in a team setting. Daily job duties will include filing, copying, mailing, preparation and distribution of informational materials, answering telephones, taking referrals and messages and any other job duties assigned by the Program Director. If you are interested in applying for the position please send a resume, cover letter and three professional references to: 1200 Harrison Ave. Suite, 220 Elkins, WV 26241 Attn: Rachel Hamner, Program Director or email to rhamner@mountainheartwv.org The deadline for resumes is October 15, 2018.