



Northeast Community Center for Behavioral Health

Roosevelt Boulevard & Adams Avenue • Philadelphia, Pennsylvania 19124 • (215) 831-2800 • www.neccbh.org

04/02/2025

POSITION AVAILABLE

MIS Assistant:

- Responsible for data entry and editing activities, processing along with client and service data.
- Responsible for implementation of activities related to the preparation of internal and external statistical, MIS reports, and other projects conducted by the MIS department.
- Responsible for reconciling and tracking, management of wide area network and electronic medical records, help desk support and management reports.
- Assist the MIS department in all stages of research and evaluation activities in conjunction with other Center services (i.e. project design, data collection and analysis and report preparation).
- Perform computer operations related to the functioning of other departments and will assist in these operations as necessary. This includes creating new hire profiles and maintaining spreadsheets, billing functions, voicemail, and word processing activities.
- Perform all reporting/billing requirements in the absence of the MIS Deputy Director.
- Perform additional duties as required by the MIS Deputy Director.

Requirements:

- High School/GED required.
- Minimum of 3 years relative experience required.

Benefits: \$18.00 - \$19.00 per hour. Excellent benefits package which includes health insurance, employer paid life & disability insurance, vested pension in three years (no employee contribution required), paid sick, personal, and holiday leave, and 4 weeks paid vacation time offered in the first year of employment.

The Northeast Community Center for Behavioral Health is an Equal Opportunity Employer (EEO) and welcomes all to apply.

Email resume: Natasha.Nevarez@neccbh.org

FOR FURTHER INFORMATION CONTACT: Natasha Nevarez, Deputy Director @ (215) 831-2816