



FIRST STEP FAMILY SUPPORT CENTER

323 EAST 6TH STREET • PO Box 249, PORT ANGELES, WA 98362 • (360) 457-8355

Job Title: Data and Billing Specialist
Work Location: Port Angeles, WA
Reports to: Program Manager
Position Type: Part- to Full-Time
Hours of Operation: Mon – Fri, 8:00 am – 5:00 pm
Salary: \$18.00 to \$22.00 per hour dependent upon experience. Medical reimbursement up to \$3,600 per year. Paid sick & vacation.

Position Summary

First Step Family Support Center has an opening for an administrative team member to manage medical billing and support data management as needed. Hands-on problem solving, flexibility, and strong office skills are required to be successful in this position. Frequent movement up and down stairs and between buildings. Medical billing experience is a plus.

Duties Include:

- Agency Data Management
 - Program databases
 - Data collection/entry/report generation
 - Document Retention
 - Physical and electronic files
 - File and manage file life cycle as requested
- Medical Billing
 - Process Billing/Rebilling/payments (deposits) for services provided
 - Filing/archiving file client charts/folders
 - Create and maintain files
- General office duties including:
 - Answer phones and door
 - Accept and move donations between several buildings
 - Errands as requested
- Administrative Support
 - Assist the Executive Team as requested
 - Assist with special projects

Requirements:

- **Must** have excellent Excel and Word skills
- Must have experience working in an office atmosphere
- Must be able to move objects of 20 pounds up and down stairs

- Must have valid driver's license, sign non-disclosure, pass a criminal background check
- A team player with a can-do, positive attitude. We all pitch in to get the job done!

Please submit resume and cover letter to employment_fstep@olypen.com

This job description is our best approximation of the job and is subject to change.

We are committed to creating and sustaining an inclusive culture that promotes and values diversity, reflects the diversity of the communities we serve, and where everyone feels empowered to bring their authentic selves to work every day. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender expression or identity, national origin, age, disability, genetics, ancestry, ethnicity, marital status, veterans' status, citizenship status, or membership in any other group protected by federal, state, and local law. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants, people with disabilities, members of the LGBTQ+ community, veterans, and individuals with diverse cultural backgrounds and language abilities. In addition to federal law requirements, First Step Family Support Center complies with applicable state and local laws governing nondiscrimination in employment.