



Job Recruitment Transcriptionist

Position Summary:

The Transcriptionist will work with the Clinical Team to complete transcription of dictation into an assessment report and transcription tracking for the organization.

Classification: 0.4 – 0.5 FTE – Non-Exempt. Hourly. Part-time.

The Organization:

Liberty House provides a range of services for children and their families referred for concerns of abuse, neglect, trauma, or grief. In the clinic, core services include a medical check-up, forensic interview and family support. Services are provided in consultation with other professionals such as law enforcement and child protective services (See Oregon Revised Statutes 418.747 – multidisciplinary teams; ORS 418.782 – child abuse medical assessment). Liberty House provides follow up mental health services for children and their caregivers through our Hope and Wellness Services. With a budget of over \$3 million, we serve more than 1,000 children and family members each year. We also provide prevention training and education for community organizations. Our experienced staff members work closely with many other professionals to ensure that children and their families receive the help they need in a coordinated, sensitive way. Liberty House serves children and families in Marion and Polk counties.

Liberty House is a nonprofit corporation organized under IRS Code 501(c)(3). Employment with Liberty House may make the employee eligible for eventual forgiveness of student loans issued under The William D. Ford Federal Direct Loan Program.

Basic Functions and Responsibilities of the Position:

- Accurately transcribe social and medical dictation into report summarizing child abuse assessment.
- Edit and revise reports in cooperation with medical and interview staff.
- Track timeliness of report completion.

Basic Functions and Responsibilities as a Liberty House Team Member:

- Pass a criminal background, a sex offender registration and child abuse registry check.
- Maintain required confidentiality in compliance with Liberty House policies, HIPAA, and State of Oregon multidisciplinary child abuse assessment team statutory requirements.
- Attend Liberty House staff meetings and annual retreat.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment by adhering to the Liberty House Code of Conduct.

- Conduct the business of Liberty House so as to maintain and increase its goodwill and reputation in the community, consistent with professional and ethical standards of behavior.

Qualifications:

Required Education and Experience:

- High School Diploma or GED and minimum of one-year general office experience.
- Strong verbal/written skills and must be able to read and write English.
- Proficiency in using a word processing program and Outlook.
- Organized and detail oriented.
- Able to work under stressful conditions.
- Ability to record information accurately.
- Able to prioritize workload.
- Dependable and punctual.
- Able to follow directions and demonstrate initiative using good judgement.
- Ability and willingness to establish and maintain positive working relationships.
- Warm and professional demeanor.

Other Qualifications:

- Medical office experience helpful.

Hours, Compensation and Benefits:

- Part-time. Approximately 16-20 hours per week with some flexibility regarding schedule.
- Compensation: \$13.00-\$15.00 per hour.
- Benefit package: paid holidays, paid vacation and sick leave.

Nothing in this job description restricts Liberty House's right to assign or reassign duties and responsibilities to this job at any time.

To Apply:

Interested applicants should submit a completed application (available at www.libertyhousecenter.org), resume, cover letter and two letters of recommendation to Kameron Wolfer, at the address below. Email submissions are preferred.

Kameron Wolfer
Executive Assistant

Liberty House
2685 4th St. N.E.
Salem, OR 97301

Fax: 503-540-0293

Email: kwolfer@libertyhousecenter.org

This is a recruitment to establish a pool of qualified candidates and will remain open until the position is filled.

A criminal background check, DHS Child Welfare Registry check and sex offender registry check are all required for employment at Liberty House and will be completed for finalists.

The start date for the position will be determined by the Chief of Clinical Operations and the Chief Executive Officer in consultation with the successful candidates.

Liberty House is an Equal Opportunity Employer.

If you have questions, please call Kameron Wolfer at (503) 540-0288 or email at kwolfer@libertyhousecenter.org