



Records Management Job Coach – part-time

*Located at: Center Township, 131 Pleasant
Drive 2nd floor, Aliquippa, PA 15001*

Reporting to the Coordinator of Records Management, the Job Coach will be responsible for assisting with activities related to indexing documentation, completing clerical tasks, and overseeing work completed by clients.

Key Job Responsibilities:

- Receive, sort, and forward documents
- Assist with related clerical duties such as photocopying, faxing, scanning, indexing and filing documents
- Read and review records/documents/books to determine key points and index them accordingly into a computer database
- Work independently and within a team on special nonrecurring and ongoing projects
- Provide some oversight of clients' work within the Records Management Department

Qualified candidate must have:

- Positive attitude
- Excellent organizational skills and attention to detail
- Strong verbal and written communication skills. High level of interpersonal skills.
- Ability to work in a team environment. Strong work ethic with high integrity.
- Microsoft Office Skills – Excel, Word
- A valid driver's license and insurance

The position is a part-time position, working about 28 hours per week Monday through Friday. It is primarily daytime hours between 8:30 a.m. – 3:30 p.m. The pay is \$10.50/hour and the position is eligible for paid time off and several paid holidays.

Please submit [application](#) to HR@bcrc.net.

For over 50 years, BCRC, Inc., a non-profit organization, has been supporting clients with disabilities in order to help them feel confident in their abilities rather than their disabilities. Our team assists clients as they work to overcome vocational barriers and live lives that are more independent through involvement in community activities, volunteerism and job seeking/acquisition.