



DOCUMENT PREPARER – IMAGING ASSISTANT

Location: New City, NY 10956

Division: Employment & Day Services

Status: Per-Diem (as needed), Non-Exempt

Build a brighter future...For those with special needs AND for yourself!

Since 1947, Jawonio has advanced the independence, well-being and equality for people with disabilities and special needs. We take tremendous pride in making a positive difference in the lives of the individuals and families whom we support and now we're looking for a compassionate and caring person who wants to enrich their own life and the lives of others by working alongside a talented team of professionals in a working environment of personal accountability, mutual respect and most of all a true sense of teamwork.

Prepares documents for scanning by following paper prepping procedures as specified in department policy & procedures manual. Preparation includes removing staples, paper clips, and all fasteners; repairing folded pages and tears; and ensuring that all pages are in order, maintaining integrity of folder. Will provide quality assurance of scanned images while also preparing documents for imaging.

Education & Experience:

- High School Diploma or GED
- 1 to 3 months related experience and/or training
- Equivalent combination of education and experience

Additional Requirements:

- Remain current in all required trainings.
- Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.
- Ability to work independently and pay attention to detail.



How to Apply:

Please send Resumes to:

Jawonio Inc
Human Resources Department
260 N. Little Tor Road
New City, NY 10956

Or by Fax to (845) 639-3530

Or by E-Mail to jobs@jawonio.org

We encourage all qualified applicants to apply.

Jawonio, Inc. does not base employment decisions on an individual's race, color, sex/gender, genetic predisposition, sexual orientation/preference, religion, age, national origin, disability, military or veteran status or any other characteristic protected by federal, state or local law. In addition, Jawonio, Inc. may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. Please advise us if you need assistance with the application and/or interview processes.

Please Understand: Jawonio is a great place to work. We receive hundreds of applicants annually and also appreciate your interest working for Jawonio, Inc. Due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions.

For a full listing of all open positions at Jawonio, please visit us online at www.Jawonio.org/careers