



This serves to clearly inform all candidates who we are, what we do, and the scope of work that is to be completed in your capacity within our company if offered the job.

Life at Fold Health

We know that mental health care jobs are more than careers, they are missions.

When people choose careers in mental health, they do it because they care about their impact on the world. So do we. That's why we're assembling the very best team for both telehealth and in-person care. Let's change lives together.

Mission

Our Mission is to dramatically amplify the reach and impact of primary care to radically improve outcomes.

Values

Our Core values include:

- Delivering Compassion
- Building sturdy relationships
- Celebrating differences

You Will Be Advised On Receiving These:

- ≠ iMac 2021 24" (M1 Chip Processor)
- ≠ MacBook Pro 16" (M1 Max)
- ≠ HEDD Audio Type 20 Studio Monitors
- ≠ AKG K712 Pro Headphones

Personally Owned Equipment Needed:

- ≠ iPhone 15 Pro Max and iPad Pro

Software Bundle List:

- ≠ Virtual Presence 2.0 Video Conferencing Pro
- ≠ Adobe Audition

Taylor-made For All Personnel

- ≠ Live Ops VoIP comm portal
- ≠ Auto-desk sync v4.0

About The Job

This position is for long-term employment. Your responsibilities as a data entry clerk at Fold Health, you play an instrumental role in making the Fold Health mission a reality. You will be responsible for monitoring stock levels, researching potential vendors, tracking orders, and updating order records, assisting procurement.

The ideal candidate would have a commitment to achieving a high level of accuracy and attention to detail, a no-task-too-small approach to their work, and deliver high-quality work that is on time and budget. Your working hours are flexible and you can choose to work from anywhere of your choice. You will be receiving your pay bi-weekly through direct deposit.

If offered the position, you will be notified and your home office location will be registered on our secure employee database. Following this, you will be assigned to your team lead to begin training. We've made provisions for you to get your working equipment and software suites pack from our authorized vendor.

We take out taxes, okay? We'll discuss tax planning with you before the year ends and review tax law changes to maximize your tax saving opportunities. With an effective tax plan, you will have greater assurance of tax being taken care of by the company. You will learn more from your interview manager moving forward.



What You'll Be Doing



- ≠ Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- ≠ Type in data provided directly from customers
- ≠ Create spreadsheets with large numbers of figures without mistakes
- ≠ Verify data by comparing it to source documents
- ≠ Update existing data
- ≠ Retrieve data from the database or electronic files as requested
- ≠ Perform regular backups to ensure data preservation
- ≠ Sort and organize paperwork after entering data to ensure it is not lost

Upon hire, you will start pre-training which is an integral part of your startup period where you'll complete various task(s) assigned by your team lead as we complete all customary steps to get your home office set up and get you started. To compensate for your time and effort on these tasks you will be rewarded with a sign up bonus which comes included in your start up funding.

A thorough background check will be completed before your team lead assists you in applying for your start up funding from finance. Once the application is approved, you will receive your funding --to be used to procure your working equipment and software suites pack to get your home office set up-- and your team lead will guide you through ordering your working materials hassle-free. You will be receiving your shipment via FedEx transit and following this our authorized vendor's technicians will connect with you over the phone to arrange a convenient time with you to come set up your workstation on the next business day from the day you receive your shipment and they'll provide you with any technical assistance you'd need with the use and management of any of the equipment installed and setup for you. You are expected to handle all equipment provided with extreme care and caution to avoid damage.

This is a remote position and the hours are flexible. The salary is \$35 per hour and training will be \$25 per hour. You'll receive your pay bi-weekly via check or direct deposit and be expected to work a minimum of 40 hours weekly. If you are offered the job, you will be working as a full-time employee and not as an independent contractor.



Our Culture

At Fold Health our people check their egos at the door. Our culture is all about empathy, tenacity, collaboration, and humility. Everyone knows what they are doing, but there is also a lot of willingness to jump in and help each other. We appreciate the encouragement to cross-train and always keep learning and it's great to be a part of something that is helping people. We stand behind our core values by caring unconditionally and emphatically, respecting the diversity and encouraging building relationships & teamwork. Our commitment and culture sets us apart from others and is the cornerstone of everything we do. Join an organization whose team members are valued, cared for, and offered continuous opportunities to grow.

Excellence. Passion. Freedom

We aim to provide all employees the opportunity to demonstrate their passions and to create with freedom, all with the highest standards of excellence. You can see this in our brands and in the products we create every day. Our Task Forces are helping to accelerate company progress on key strategic initiatives important to our success. The task forces are propelling employee engagement in four key areas: health and wellness, recruitment and retention, social responsibility, and multichannel incentive plans. Employee-led, these small groups are actively working to improve our business and company culture.

Perks Working Here

You wouldn't just be joining a team, but a squad of like-minded teammates who are dedicated and committed to solving tough problems with the ability to work remotely. It is crucial to us that our employees are equipped, engaged, and inspired so you are able to pursue every opportunity. We offer highly competitive health, wellness, and retirement benefits packages for our employees and their families. The package includes medical, dental, vision, life insurance, plus short and long-term disability coverage. Our 401(k) plan offers automatic enrollment along with a dollar-for-dollar matching, up to the first 10% of your eligible pay contributed, as well as, student loan and credit card debt settlement, stock options, and financial planning assistance.