*Administrative Assistant-*

*Children’s Place Clinic*

***Status:*** Full Time – available days, nights, and rotating weekends (32+ hours)

***Reports to:*** Mental Health Clinic Manager

***Qualifications:*** High school diploma and prior experience.

***Skills/Knowledge Required:***

* Capacity to work cooperatively and independently.
* Proficient in MS Office and data base programs.
* Excellent written and verbal communication skills.
* Friendly, Outgoing personality, professional demeanor in person and on the phone.
* Must be detail oriented, have excellent organizational skills, the ability to multi-task and be flexible
* Ability to work well with a wide range of personality types as a part of a team and independently.
* Ability to problem solve in a fast-paced office environment.
* Familiarity with community resources and offerings for referral purposes.

***Tasks & Responsibilities:***

* Represent the agency in a friendly, professional manner.
* Assist staff and clients to achieve efficient office operations.
* Greet clients, answer phones, collect client fees, and schedule appointments.
* Obtain Mental Health phone intake information, give to the therapist and send to Insurance Specialist for authorization.
* Maintain client confidentiality.
* Prepare intake forms/charts for clients.
* Confirm guardianship and work with case workers to obtain parental consent.
* Ensure client charts are updated in order to maintain integrity of charts.
* Ensure that daily appointment schedules are accurate.
* Send therapists’ Daily Report to Billing Specialist each morning.
* Send daily payment received log to Billing Specialist each morning.
* Make appointment confirmation calls.
* Input client information into data base.
* Open and close client charts.
* Ensure accuracy of demographic data for VOCA, Grants and United Way reporting.
* Cover front office in the absence of the Front Office Lead at the Main office or Children’s Place.
* Participate in agency meetings as needed.
* Keep office and lobby tidy.
* Maintain positive and cooperative working relationships with agency staff.
* Other tasks and responsibilities as assigned by the Director of Administration & Finance or Mental Health Clinic Manager.

Please apply here: <https://www.indeed.com/job/administrative-assistant-90236772017002bb>