

**COALITION FOR HISPANIC FAMILY SERVICES**  
***Job Posting***

**JOB DESCRIPTION**

**JOB TITLE:** Administrative Assistant  
**DEPARTMENT:** Mental Health Clinic  
**REPORTS TO:** Program Assistant  
**POSITION AVAILABLE:** May 7, 2018  
**DATE POSTING:** April 24, 2018  
**DEADLINE:** May 1, 2018

**To apply:**

Submit a resume and cover letter with qualifications to Karina Diaz, Program Director by 5PM on May 1, 2018, at [kdiaz@hispanicfamilyservicesny.org](mailto:kdiaz@hispanicfamilyservicesny.org)

**DUTIES AND RESPONSIBILITIES:**

Responsible for general office duties including but not limited to reception, registration, scheduling of appointments, and maintenance and preparation of client's EHR for the Mental Health Clinic.

**The Administrative Assistant will:**

- Greet and direct clients and/or visitors.
- Answers telephone, screening/relaying calls as necessary. Takes and distributes messages.
- Appointment scheduling for overall staff, and psychiatrist
- Maintain client demographics information updated.
- Submit client's daily tallies from the EHR/CareLogic
- Performs daily client check-in function into HER/CareLogic
- Maintain referral/intake monthly numbers and submit them to Supervisor
- Schedule intake/assessment appointments onto clinician's calendars
- Develop methods of streamlining a database EHR/Electronic Health Record
- Cancel appointments as necessary or as directed by the supervisor/clinician.
- Distributes transportation requests {Metro Cards} to clients following established policy and procedure.
- Assists in maintenance of clean, neat, safe environment for staff and clients. Keeps the desk and office area neat, clean, and well supplied.
- Will serve as a role model for positive, productive, and cooperative relationships with staff and clients.
- Perform such other duties as assigned.

**Qualifications:**

- High School or equivalency
- 2 years mental health clerical related experience preferred
- Data processing/typing/computer skills
- Familiarity with alphanumeric and numerical filing systems
- Candidate must possess exceptional organizational skills, ability to work independently and have familiarity with office systems, knowledge of word and excel data base. Must be energetic and work in a fast pace environment.
- Must be able to remain calm and exercise sound judgment in a pressured environment.
- Knowledge of Spanish preferred
- Understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values as they relate to servicing clients and families.