



JOB DESCRIPTION

JOB TITLE: Administrative Assistant

REPORTS TO: Program Assistant

POSITION AVAILABLE: February 23, 2021

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.