

ADMINISTRATIVE ASSISTANT WANTED



Main Job Tasks and Responsibilities

1. Reading all correspondences between the practice and health insurance providers and correspondence received from the CEO
2. Complete all suggested follow ups.
3. Obtain initial authorization whenever required
4. Process subsequent authorizations
5. Complete referral forms for client in need of authorizations.
6. Enter completed paper CANS in virtual gateway and in client's EHR
7. Fax Consent form to Mass health.
8. Review all active caseload every first of the month to ensure that all Intake documentation papers match the Therapynotes/EHR documentations and include a BPRS and PHQ9 that is dated within the last 90 days and if not make one available to the Clinician for review with client at next visit.
9. Answer, screen and transfer inbound phone calls
10. receive and direct visitors and clients
11. general clerical duties including photocopying, fax and mailing
12. maintain electronic and hard copy filing system
13. retrieve documents from filing system
14. handle requests for information and data
15. resolve administrative problems and inquiries
16. prepare written responses to routine inquiries
17. prepare and modify documents including correspondence, reports, drafts, memos and emails
18. schedule and coordinate meetings, appointments and travel arrangements for managers
19. prepare agendas for meetings and prepare schedules
20. record, compile, transcribe and distribute minutes of meetings
21. open, sort and distribute incoming correspondence
22. maintain office supply inventories
23. coordinate maintenance of office equipment
24. coordinate and maintain records for staff, telephones

Education and Experience

- computer skills and knowledge of relevant software, knowledge of operation of standard office equipment.
- knowledge of clerical and administrative procedures and systems such as filing and record keeping
- knowledge of principles and practices of basic office management

Key Competencies

- communication skills - written and verbal, planning and organizing, prioritizing
- problem assessment and problem solving, information gathering and information monitoring
- attention to detail and accuracy, flexibility, adaptability, customer service orientation
- teamwork

Must Have/Deal Breaker:

Must agree to a CORI/SORI report and have a Driver's License

To apply for this position please submit a cover letter along with your resume via email to Tamarra@TJocelyne.org before you send your resume please make sure that you are able to perform effectively or are willing to learn how to perform effectively all of the major responsibilities listed above. Schedule is Wed. 10:30am -7:00 pm and Friday 8am-4:30pm. Pay is \$15 per hour. Only Resumes with cover letters will be accepted.