

## **Position Description:**

**Mental Health Resource Center** is looking for an **Administrative Assistant**

The Administrative Assistant Coordinates and performs administrative and clerical duties to support and assist work activities of the Psychiatric Unit at UF Health.

Duties include but are not limited to:

### *Customer Interaction:*

- Provides office coverage, answers telephone, greets visitors, and assists callers and visitors with requested information in a professional manner.
- Maintains open communication for the staff and administration.

### *General Office Duties:*

- Completes general filing of related office documents and manages a retrieval system.
- Documents, types, and maintains files of minutes, reports, policies, correspondence, and related documents for management.
- Provides clerical support for making photocopies, redacting, and faxing requested materials as necessary for supervisor(s).
- Orders supplies through UF Health Jacksonville Purchasing Department and maintains inventory of all office supplies.
- Creates and maintains required departmental documentation including policies and procedures, monthly reports and unit specific forms
- Delivers and retrieves documentation from other departments throughout the hospital

### *Unit Support:*

- Provides support to the Director in his/her absence, including, but not limited to, staff scheduling, administrative duties, staff and physician issues, and compiling needed information for UF Health Senior Director in lieu of Psychiatry Director.
- Maintains staff time and payroll and updates KRONOS timekeeper system on a daily basis.
- Performs data input of physician's billing for patients on 4-South.
- Maintains and updates monthly departmental restraint report and graphs.
- Sends copies of all patient Ex Parte Orders to the Baker Act Reporting Center along with the Baker Act agency's patient identifying information cover sheet.
- Maintains and updates Physician's On-Call Schedule.
- Coordinates 4-South staff with Nursing Office and Nursing Education to comply with educational training and hospital events as they occur.
- Provides new employees with orientation packets, keys and enrolls them in required training sessions.

**Position Requirements:**

In order to be considered, candidates must have a High School diploma or equivalent and one year clerical experience required.

Three months to one year medical billing experience preferred.

The Administrative Assistant must be able to manage work assignments, complete tasks in a timely, accurate manner with minimal supervision, and interact therapeutically with patients and their families.

Candidates will need a working knowledge of Microsoft Office Programs, email and the use of the Internet.

Ability to file alphabetically and numerically with a high degree of accuracy.

**Position Details:**

This is a Full Time Days position: Monday through Friday, 7:00am to 3:30pm.

***This full time position offers a comprehensive benefits package.***