

**Mental Health Resource Center**, a comprehensive mental health center and Joint Commission accredited organization, is seeking a **Part Time Office Assistant** to join its FACT team in the **Winter Haven** area.

The Office Assistant performs administrative and clerical duties to support and assist work activities of FACT Program.

The FACT Program is a multi-disciplinary, clinical team which assumes responsibility for directly providing needed treatment, rehabilitation and support services to adult persons with severe and persistent mental illness promoting recovery, empowerment, self-determination and decision-making for each FACT participant.

Some of the responsibilities of the position include but are not limited to:

- Assists program staff in generating correspondence, meeting minutes, forms, copying, and completing reports.
- Receives, sorts, and distributes all incoming mail.
- Answers telephone, greets, assists, and announces visitors.
- Manages system to file and maintains all records of program correspondence and reports.
- Responsible for clinical records management and filing; assures records are in compliance with state statute, agency policies and the contractual requirements.
- Scans documentation in a timely manner to administrative programs for entry or processing.
- Reviews staff service entries for accuracy and notes issues or discrepancies.

#### **Position Requirements:**

In order to be considered, candidates must have a High School Diploma or equivalent **and** 1 year of similar experience in an office setting required.

Experience in a health care or social services setting preferred.

Proficiency in Microsoft Office Programs, Outlook and use of the Internet required.

Completion of all paperwork, reports, and system entries must meet internal and external guidelines for content, accuracy and timeliness.

Excellent customer service skills required and candidates must be able to interact appropriately with internal and external customers, including individuals served, family members, community service providers, supervisory staff and other department professionals.

#### **Position Details:**

Part Time Shift: Monday through Friday, 12:00pm to 4:00pm

***This part time position offers a partial benefits package.***