

## **Administrative Office Assistant for a Mental Health Private Practice**

Part Time – Administrative Office Manager (15-20 hours per week)

### **Description**

The Administrative Office Assistant will support and assist the Office Manager, Clinicians and other associates through the performance of basic administrative, clerical, operational and client support tasks.

### **Responsibilities**

- Create and manage Patient Intakes using Intake template and other patient forms
- Manage patient paperwork to ensure packets are sent accurately and timely via email or USPS
- Schedule new patient intake sessions for counselors in 3 locations
- Interact with patients and outside agencies, over the phone and email, while demonstrating helpful and effective telephone etiquette
- Manage incoming and outgoing faxes
- Accurately and efficiently utilize computer for data input and/or retrieval
- Maintains strictest confidentiality; adheres to all HIPAA guidelines/regulations.
- Scan and store documentation in appropriate filing system
- Communicate with Office Manager on an ongoing basis
- Accept new assignments willingly to meet business needs

### **Required Qualifications**

- Minimum of High School Diploma or GED (or equivalent job specific work experience in combination with education). Continuing Education is a plus.
- Proficient with Microsoft Office applications including Microsoft Word and Excel
- Excellent listening and communication skills
- Strong organizational and multi-tasking skills including the ability to handle multiple interruptions and change tasks quickly as required to manage staff and clients
- Work well both independently and as a part of a team
- Professional, personable and positive personality
- Must be dependable, punctual and committed to following through on tasks

### **Preferred Qualifications**

- Experience answering phones and transferring callers using multi-line system
- Therapy appointment experience or ability to learn
- Dropbox experience or ability to learn

**Additional Information**

- Competitive Compensation for part time Administrative Office Manager (15-20 hours weekly – flexibility in work schedule)
- Potential for future full time
- Ability to work out of our Appleton and Oshkosh offices

Interested in position

- Please email letter of interest and resume to:  
office@integritycounselingllc.net