



ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Job Type
Part-time

Pay
\$12.00 to \$15.00 per hour

Benefits
Flexible schedule

Schedule
Monday to Friday, up to 10 hours per week

Qualifications

High school or equivalent (Preferred) Administrative Experience: 1 year (Preferred)
Google Workspace: 1 year (Preferred) Insurance and Billing: 1 year (Preferred)

Required License/Registration/Certification

None

Supervisory Responsibilities
None

Work Locations
Remote and Office

Physical Requirements

The physical requirements of this position include regularly sitting at a computer workstation for extended periods of time with repetitive motion and occasionally standing or walking with objects up to 25 pounds.

Full Job Description

The Maynard Counseling Center (MCC) is seeking an administrative assistant to support the Chief Executive Officer (CEO) and clinicians. The Administrative Assistant will work up to 10 hours per week, Monday through Friday, assisting in the administrative duties of a growing counseling practice. This position requires both working from home and office-based tasks. The successful candidate will be able to create their own schedule as long as all tasks are completed in a very timely and orderly fashion. The hours available will increase as the practice continues to expand. Pay is based on experience and education. Offer of employment is contingent upon a successful background check, drug screen, interviewing of candidate and reference check.

Essential Traits for Success

- Personally aligns with MCC's mission and values
- Strong team player orientation
- Multitasking and time-management skills, with the ability to prioritize tasks
- Organized and detail-oriented
- Must be able to read and write in English
- Able to work independently on tasks assigned
- Good communication skills
- Follows through on commitments

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- Exceptional interpersonal skills; listening skills are essential while remaining open to other ideas and trying new things
- Conducts self with professionalism and in a tactful manner, treating others with respect and consideration
- The ideal candidate would have experience working in a mental health-related field
- Maintain office security by following safety procedures and controlling access
- Maintain confidentiality of all private client and agency information
- Take responsibility for metrics (tracking incoming calls, scheduled sessions, referral sources)
- Provide assistance to the Security Officer in ensuring compliance is maintained
- Keep EHR client files organized and manage intake paperwork collection
- Maintain paper and electronic filing systems for records, correspondence, and other materials
- Set up new medical record charts for clients as needed
- Maintain a medical records filing system and make records available to authorized staff members as needed
- File practice forms and other correspondence in client's charts in timely and accurate manner
- Prepare and score psychometric testing materials
- Prepare outgoing mail by drafting correspondence, securing parcels, etc.
- Answer inquiries for health information in client's record in accordance with practice policies
- Ensure calls and emails (e.g., answer phone and email, schedule intake appointments with the appropriate clinician, answer potential client questions) are responded to within the same business day
- Help team ensure the reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures).
- Attend staff meeting and trainings as directed by Supervisor
- Other tasks as needed

How to Apply

Interested applicants can apply online at <https://www.kycounseling.org/opportunities>