

Administrative Assistant **(Part-Time with expected Full-Time transition)**

Intuition Wellness Center provides health and wellness services to children, families, and young adults up to 30 years old. Our multidisciplinary practice is growing and we are looking for an Administrative Assistant to support the growing demand for our services.

We seek a positive and outgoing individual with high personal integrity. This individual must thrive in a collaborative environment, take pride in efficiency and responsiveness, enjoy checking off a to-do list and demonstrate a love of learning. We are seeking someone who appreciates a playful atmosphere, is cool under pressure, and has great respect for young people committed to improving their lives.

The Administrative Assistant is a crucial team member responsible for creating a welcoming environment for Intuition Wellness Center clients and supporting our team members through a variety of administrative tasks. The Administrative Team at Intuition Wellness Center is fundamental to the ongoing success and evolution of Intuition Wellness Center.

PRIMARY RESPONSIBILITIES:

- Greet clients as they enter/exit.
- Collect payment from clients.
- Respond to telephone calls and take messages as needed.
- Schedule appointments for team members.
- Update client contact information on electronic records.
- Input client payments into electronic health record.
- Make copies and prepare materials needed (example: work book or homework for clients).
- Obtain client documents as requested by team members (test results, or records from schools or parents).
- Maintain client referral database.
- Scan documents into client's electronic chart.
- Send out notifications to PCP and/or other professionals.
- General filing.
- Fax documents.
- Maintain tidiness of reception area.
- Perform other duties as requested by supervisor or director, including:
 - Determine patient eligibility for services and provide general instructions to clients.
 - Communicate with insurance companies as needed.
 - Track insurance claims and reimbursement.
 - Input insurance payments into electronic health record.
 - Order and maintain office supplies.

Intuition Wellness Center values the wellbeing of it's team members. We offer an attractive compensation and benefits package including:

- Hourly pay \$12-14 depending on experience
- Paid vacation and holidays,
- Blue Cross Blue Shield health insurance,
- Vision and dental insurance,
- Company-sponsored retirement account (SIMPLE IRA) with a 3% match,
- Life insurance policy,
- Annual professional stipend for training or materials,
- Paid team activities, including play dates and service days.

QUALIFICATIONS:

- Excellent communication, customer service skills, and telephone etiquette.
- Ability to communicate effectively in English, both orally and in writing. Bilingual in English/ Spanish (preferred) .
- General office administrative and clerical skills to perform receptionist duties and answer telephones and send faxes.
- Proficient with Mac software such as pages, numbers, and keynote.
- Fully qualified typist with a minimum of 50 WPM.
- Able to learn and follow HIPAA confidentiality requirements of behavioral health.
- Organizational skills.
- Ability to work simultaneously on multiple assignments.

TRAINING/EXPERIENCE REQUIREMENTS:

- High school diploma, G.E.D. or equivalent certificate.
- One year experience in administrative support, confidential information handling, and customer service.
- Completion of an Administrative Assistant or Medical Clerk program (preferred).
- Experience working in behavioral health setting and working knowledge of behavioral health terminology (preferred).

APPLICATION INSTRUCTIONS:

In order to be considered for the position, please submit the following by email or mail:

1. **Cover letter**
2. **Resume**
3. **Three references**

Attention: Gina Babunovic (Practice Administrator)
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Visit www.IntuitionWellness.com to learn more about Intuition Wellness Center.