

## **Full-Time Administrative Assistant**

*Intuition Wellness Center is a Tucson-based integrated health and wellness center. Our team of experts adores children! While our specialty is in pediatrics, we also believe that "it takes a village" and that's why we're also committed to serving parents and caregivers. By offering coordinated care, our small (but mighty!) multidisciplinary team of health and wellness professionals collaborates to support children and their families in achieving optimal physical and emotional health. Services include counseling, pediatric occupational therapy, naturopathic family medicine, psychological testing, wellness programs and parent support.*

*Intuition Wellness Center's team members are positive and creative individuals with high personal integrity, high standards of practice and work ethic. The team values approaches that are collaborative, culturally-sensitive, strength-based, trauma-informed and individualized. Team members are committed to their own continual professional development and self-improvement, as well as to elevating the fields of psychology and pediatrics and Intuition Wellness Center's community.*

**Now seeking a full-time administrative assistant with special interest in serving children.**

*We are a family-friendly practice that supports the wellbeing of its team members and offers an attractive benefit package:*

- *Paid vacation and holidays*
- *Blue Cross Blue Shield health insurance*
- *Dental and vision insurance*
- *Company-sponsored retirement account (SIMPLE IRA) with a 3% match*
- *Life insurance policy*
- *Annual stipend for professional development*
- *Paid team activities, including play dates and service days*

### **JOB TITLE:**

*Administrative Assistant; full-time at 40 hours per week; reports to Practice Administrator.*

### **COMPENSATION:**

*\$14 - \$15 hourly, depending upon experience.*

### **NATURE OF WORK:**

*The Administrative Assistant is responsible for a variety of tasks including front desk reception, answering incoming calls and emails, screening potential clients for services, and assisting clinical team members with day-to-day administrative needs.*

### **PRIMARY FUNCTIONS:**

- *Greet clients as they enter/exit the center.*
- *Respond to telephone calls and emails, take messages and direct messages to the appropriate team member as needed.*
- *Schedule client appointments per clinician preference.*

- Collect client payment and input into electronic chart.
- Create client payment invoices and follow-up when necessary.
- Update client contact information, scan and upload client documents/medical records into electronic chart.
- Make copies and prepare materials needed (e.g., work book or homework for clients).
- Obtain documentation as requested by clinicians (from schools or parents).
- Email/fax notifications and documents to PCP and/or other professionals.
- Maintain tidiness of reception area.
- Facility opening/closing tasks.
- Redirect clients to activities to maintain a safe, calm and relaxing environment.
- Perform other duties of a similar nature or level as requested by supervisor, including:
  - o Conduct medical supplement monthly inventory.
  - o Determine patient eligibility for services and provide general instructions to clients.
  - o Cross train in billing and insurance tasks.

### **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 and numbers.
- Fully qualified typist with a minimum of 50 WPM.
- Able to learn and follow HIPAA confidentiality requirements.
- Organizational skills; ability to work simultaneously on multiple assignments.
- Experience working with children, teens, young adults and families.

### **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).
- Electronic chart input.
- Experience working in a multi-disciplinary healthcare setting and working knowledge of behavioral health and medical 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**

**Attention:** Gina Babunovic (Practice Administrator)

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Tucson, AZ 85704

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