

POSITION DESCRIPTION

POSITION TITLE: Front Office Administrative Assistant (306)

REPORTS TO: CHIEF ADMINISTRATIVE OFFICER

I. POSITION SUMMARY:

Performs a variety of receptionist/secretarial duties for all programs requiring the use of considerable tact, diplomacy, and courtesy. Collect and enter statistical data for billing as assigned and facilitate Aces process/procedures.

II. DUTIES/RESPONSIBILITIES:

1. Create a welcoming atmosphere by greeting clients and collecting personal information.
2. Backup to ERN staff for client referrals and paperwork.
3. Pickup, Open, and distribute mail as directed by CAO.
4. Maintain appointment schedule for Conference Rooms.
5. Backup to Accounts Receivable (i.e., Contract billing, data entry, and reporting.)
6. Under the directions of the CCO, responds and records request for medical records.
7. Provide administrative support for Agency. (i.e., Type correspondence/run reports)
8. *Open and close building, as procedure states.
9. Swab collection according to system requirements.
10. *Manage, prepare, and enter all Aces materials for CEO.
11. *Maintains confidentiality of case records and client information according to HIPAA,
12. Fulfills the requirements of all agency systems for statistical record keeping, reporting, program evaluation, quality assurance, internal control and attendance monitoring as appropriate to the position.
13. *Filing
14. *Operate various office machines.
15. All other related duties as assigned.

III. QUALIFICATIONS:

- High School diploma or equivalent/three years of general office experience
- Basic Accounting knowledge with one or two years' experience.
- Proficient computer skills and knowledge of Microsoft Office programs.
- Demonstrate ability to establish rapport and relationship essential to the position.
- Demonstrate organization and perform and manage tasks relevant to the position.
- Cultural sensitivity.
- Ability to move 10 to 50 pounds occasionally.

*Essential job duties per the Americans with Disabilities Act.

Created: 03/2023

Employee Signature

Date