

JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT (Part Time, PRN)

SUPERVISER: OFFICE MANAGER

QUALIFICATIONS:

Working knowledge of MS Word and Excel. Must have strong computer skills and customer service.

Experience in a medical office setting a plus.

DUTIES SUMMARY:

To provide an effective and efficient office function.

JOB RESPONSIBILITIES:

- Be professional.
- Pick up and distribute mail when working
- Assist in maintaining office equipment and supplies
- General touch-up cleaning of waiting area, restrooms and group room between regular scheduled office cleaning
- Make coffee as needed
- Must have good work ethics and adhere to Community Care & Addiction Recovery Services' confidentiality policy
- Proficiency in data entry in software programs used to provide the services we offer
- Assist with random, monthly fire drills, as required by licensing
- Answer telephone calls and follow through with office procedures
- Complete intakes, schedule appointments, and complete appropriate paperwork required.
- Prepare new client files for evaluations.
- Pull and file charts as needed.
- Attend required DDAP trainings.
- Adhere to opening and closing procedures.
- Perform other duties as assigned by Office Manager

Employee Signature

Date

CEO

Date