

**Administrative Assistant-Floater****Pay range: \$13.50-\$16/ hour**

Would you like to work for a progressive company in a position that allows the opportunity to work from any of our outpatient office locations? If you want to break away from the mundane, are outgoing and like a change in pace, this position may be right for you. As an Administrative Assistant in our floater position, you will play a crucial role in ensuring the smooth and efficient operation of our 5 outpatient offices. This is a full-time role that offers the opportunity to work across multiple locations, providing administrative support to different teams as needed. We are looking for a proactive and adaptable individual who can thrive in a fast-paced environment and effectively manage competing priorities.

High school diploma or GED required along with the minimum of three years of secretarial experience required. Insurance verification experience preferred.

**Summary of other duties:**

Ensures the courteous and professional handling of a multi-line phone system. Always treat visitors in a friendly, welcoming, and compassionate manner.

Maintains client confidentiality. Screens clients and enter demographics into the electronic medical records system.

Screen and guarantees prompt and efficient management of scheduling client appointments.

Enrolls defendants for upcoming Court Referral Education, Domestic Violence and/or Anger Management classes.

Receives and accurately counts cash and other payments.

Proper use of scanning, copying and faxing when necessary.

Maintain accurate records, perform data entry and ensure that information is up-to-date and easily accessible.

Responsible for completion of other duties as discussed and assigned by supervisor.