

Title: Administrative Assistant

Classification: Administrative Assistant

Supervisor: Administrative Coordinator

Minimum qualifications: High School Diploma or GED Required; three years progressively responsible secretarial experience

Primary job functions and performance expectations:

A. Learns and utilizes Central Alabama Wellness Policies and Procedures

1. Ensures the courteous and professional handling of telephone calls and subsequent messages.
2. Uphold the positive reputation of our medical office by always treating visitors in a friendly, welcoming, and compassionate manner.
3. Maintains client confidentiality
4. Screens clients and employees at the entrance throughout the day.
5. Ensures the prompt and efficient management of scheduling client appointments.
6. Checks the medical staff's schedules one week prior to appointments to check for compliance and any scheduling errors.
7. Obtains copies of appropriate identification for each client.
8. Verifying client demographics, balances and updated insurance and fee information is collected at every contact with client.
9. Signs defendants up for Court Referral Education, Domestic Violence and Anger Management classes.
10. Insurance verification and data entry.
11. Scanning of varied materiel as determined by administrative coordinator.
12. Insure the lobby, grounds and restrooms are clean and well stock daily.
13. Informs immediate supervisor of major and minor repair work needed for the building.
14. Incident reporting
15. Insures office doors and outside doors are locked at the end of the day.

B. Manages present accounts receivable system

1. Derives billing amounts from appropriate documents.
2. Receives and accurately counts cash and other payments.
3. Receives and distributes appropriate receipts in accordance with current fiscal procedures and on a timely basis.
4. Accurately post payment amounts to record on a timely basis.
5. Accounts receivable material is balances, assembled, and closed out by close of business on Friday.
6. Insures all payments and petty cash are secured behind two locks
7. Complete weekly deposits.

C. Responsible for completion of other duties as assigned by supervisor.

These duties are treated with the same importance with relationship to confidentiality and priority as other duties and responsibilities unless otherwise instructed.

Physical Requirements of the Job:

- Sitting for extended periods of time
- Looking at computer monitors for long periods of time
- Walking various distances inside facility and on occasion outside of the facility
- Communicating verbally in person or over the phone
- Squatting/lunging to stock and organize supplies
- Grasp/Pinch gripping is needed to frequently handle smaller weighted office items like scissors and staplers
- Fine manipulation of the hands for writing, typing and handling paperwork
- Pushing/Pulling a force up to 30 pounds (vertical) occasionally and 10 pounds (horizontal) frequently during shift
- Lifting various ranges from the floor to overhead with weights up to 5-15 pounds frequently and up to 15 pounds to handle reams of paper and files
- Carrying up to 15 pounds various distances
- Step ladder climbing to access higher shelves for filing, stocking and retrieving items