My Therapy Connection
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1117 East Landis Avenue, Vineland, NJ 08360

# Job Description - Administrative Assistant

Position: Administrative Assistant

Department: Administration

Reports to: Owner

Classification: W-2

Status: Hourly

## Essential Function

This position is responsible for the day-to-day administrative functions of MTC.

## Daily Responsibilities and Duties

Core duties and responsibilities include the following:

- Interacting with prospective and existing clients
- Assists onboarding of all new staff and clinicians, including having all applications, references and needed documents prepared and ready for Interviewer; scheduling interviews and responding to potential hiring candidates within 24 hours
- Attend community events outside of regularly scheduled office hours
- Manage client information database
- Ensure clients complete all required information prior to first session
- Gather intake data, such as referral streams, client assignments, retention rates
- Light billing
- Track clinician's Continuing Education Credits and ensuring all CEU's are up-to-date within licensees license pursuant to NJ Division of Consumer Affairs
- Ensure office supplies are in stock at all times, and keep supplies full for day-to-day use of offices for client sessions
- Communicate regularly with owner regarding purchase of supplies, provide receipts of purchases and ensure purchases are within MTC's monthly budget
- Light cleaning and sanitizing of the office when needed
- Organize and coordinate quarterly office gatherings, team building activities, and staff meetings
- Keep track of all staff birthdays, holidays, and celebrations to ensure they are acknowledged by company
- Coordinate monthly staff meetings by being prepared with agenda; take meeting minutes and distribute copies of notes within one week of staff meetings
- Manage onboarding of all new staff and clinicians, including having all applications, references and needed documents prepared and ready for Interviewer; scheduling interviews and responding to potential hiring candidates within 24 hours
- Collect and maintain all reports, data, and statistics pertaining to practice as requested
- Serves as personal assistant to the owner, including any errands, scheduling and tasks assigned by the owner

## Essential Skills Needed

The following describe the preferred skills, knowledge, and abilities needed to successfully perform the duties of the position:

- Possess excellent interpersonal skills; able to get along well with a diverse group of people; supervisees, clients and co-workers.
- An adherence to following HIPAA laws and confidentiality standards pertaining to patient information.
- Must be friendly, warm, welcoming, outgoing as well as demonstrate an ability to listen empathetically to others
- Must be organized, detail-oriented and good at time management
- Must be able to operate basic office equipment such as copier, telephones, scanning, etc.
- Speak, write, read and understand the English language well enough to perform the essential duties of the job.
- Possess the dexterity to use the required tools to accomplish the tasks of the position.
- Must demonstrate a strong work ethic
- Must demonstrate punctuality, timeliness, and maintain an organized schedule
- The ability to coordinate multiple tasks at a time
- Must demonstrate tact, initiative, resourcefulness, a professional manner, enthusiasm, and a non-judgmental attitude
- Must be able to demonstrate compassionate care, and be able to communicate with persons from all educational and cultural backgrounds
- Must be extremely trustworthy with confidential information, and be able to safeguard all materials related to the operations of MTC
- Must possess a positive attitude
- Must value honesty, acceptance, professionalism, integrity
- Must be able to read and write articulately
- Must be a team player and have the best interests of the company and its employees in mind

## Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to lift 10 lbs. Must be able to hear, see, use arms and navigate around work areas.

## Education/Experience Requirements

- Must have a thorough knowledge of Microsoft Office, including Word, Excel, Power Point
- Must be familiar with social media outlets
- Must have secretarial experience, including letter writing, customer service, and software management
- Experience in Mental Health field preferred
- Must be able to use computer software, such as electronic health record

The person selected for this position will work alongside the owner of MTC. Any conversations, business dealings, decision making, or anything related to the operations of MTC are strictly confidential and must not be discussed with anyone other than Michelle Leyman, Owner of MTC. This includes any discussions, phone calls, planning and decision making. Should the Administrative Assistant violate this policy, it is cause for immediate dismissal.

I have read and understand the duties discussed and listed above and I am able to work the schedule and carry out these duties and responsibilities. I also understand that my employment is "At Will".

Employee signature

Date

Unsigned copy. New hires sign their job description in the MTC Talent Hub.