

Brightside Counseling Services, LLC

Creating a Place of peace love and acceptance within

Administrative Assistant

This position is an immediate opening working for a thriving mental health private practice in Centennial, Colorado. This position is primarily work from home with some in office hours. We're looking for a motivated, friendly, detail-oriented, self-starter to manage our administrative items and keep the clinicians organized. All employees of Brightside Counseling Services are expected to understand and follow HIPAA rules and guidelines. Employees are required to take a HIPAA training in order to familiarize themselves with HIPAA and Privacy and Security. This training will be paid for by the company.

Key responsibilities for this job include:

- *Answering client phone calls (days and times agreed upon), returning phone messages within two hours, and returning emails as requested.*
- *Scheduling client appointments and doing a brief client intake over the phone.*
- *Coordinating with external agencies for insurance verification*
- *Entering data/information into the scheduling system*
- *Manage inventory and supplies on an as needed basis*
- *Scanning and entering records into the EHR (electronic health record)*
- *Entering payments and mailing patient billing statements as requested*
- *Writing topic appropriate blog posts for the websites*
- *Managing social media accounts for the agencies*

Required Qualifications:

- *Great interpersonal skills and comfort in talking with new people*
- **Excellent** *organization and time management skills*
- *Confidence to work independently coupled with openness to constructive feedback*
- *The ability to think on your feet and problem-solve without explicit guidance*
- *"Tech savvy" with Office suite, social media, PDF software, Asana or Trello, etc. or willing to learn*
- *Ability to handle sensitive and confidential situations and information with absolute discretion.*
- *US Citizenship or have authorization to work in the United States as defined by the Immigration Reform Act of 1986.*
- *Must be willing to submit for a criminal background check and a pre-employment drug test.*



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WEBSITE www.brightsidecounseling.net

Highly Preferred Qualifications:

- *Experience in a mental health practice*
- *Experience as an administrative assistant/office manager*
- *Bachelor's degree in psychology or other related field*

Salary and Benefits

Salary is graduated based on performance. Starting salary is \$12/hour for the initial 90-day trial period. After 90 days with good performance, salary could raise to \$14/hour. With good performance, salary could raise to \$15/hour after 180 days. Health insurance and retirement are not currently offered. A bonus structure is available depending on performance, tasks, honesty, and a strong work ethic.

YOUR LOGO
HERE

Street Address

Address 2

City, ST ZIP Code

Country

PHONE Phone

FAX fax

EMAIL email

WEBSITE website