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www.campustherapy.com

Full-Time Office Assistant

The Behavioral Wellness Group, Lake County Ohio's prestigious mental health private practice, is excited to announce a search for a **Full-Time Office Assistant** to join our team. Our staff sees adults, adolescents, and young children for individual, couples, and intensive group therapy as well as psychological testing and medication management. We are looking for customer-based team players who enjoy a very comfortable, professional atmosphere that encourages growth. We have expanded our facility and would like to hire quality staff to handle the increase in workload. The position is 40 hours per week, covering 5 days. The expected shift will be from 8:30 AM to 5:00 PM. This will eventually be a hybrid position. Starting pay is \$19.00. PTO. Holiday pay. 401K (after the employee has worked a minimum of 1000 hours during a calendar year). No healthcare is offered.

Job Duties Include:

- *Assist the Office Manager and Clinical Staff as needed.*
- *Work alongside Office Assistants in the front office/Intake Department.*
- *Answer the Intake Phone Line.*
- *Schedule Appointments.*
- *Post Accounts Receivable.*
- *Communicate with billing on account issues.*
- *Assist Medical Assistants and Psychiatrists with medication refills and/or medication concerns.*
- *Maintain a clean and organized front office*

Job Requirements Include:

- **Ability to apply the concepts of customer service in the workplace which includes:**
 - *Clear and pleasant phone and in-person communication skills.*
 - *Good listener, team-focused, and relationship-oriented.*
 - *Represent BWG in a warm manner consistent with the Mission Statement.*
 - *Maintain confidentiality.*
 - *Multi-task with accuracy.*
 - *Ability to use good professional judgment.*
 - *Detail-oriented.*

- *Possess basic knowledge of office equipment.*
 - *Reliable, dependable, forward-thinking.*
 - *Proficient in organization, time management, and prioritization.*
 - *Ability to work independently, with minimal direct supervision.*
 - *Possess computer skills in Microsoft Word and Excel for Windows/Google Suite and integrate advanced skills to produce complex reports and documents.*
 - *High School Diploma/GED; AA Degree preferred.*
 - *Minimum three (3+) plus years of Secretarial/Administrative Assistant experience; mental health, social services, and medical office environment preferred.*
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BWG is a free-standing mental health private practice. Our programs are accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) and certified by the Ohio Department of Mental Health and Addiction Services.

Please email Office Manager, Kim Mueller at Kmueller@behavioralwellnessgroup.com