

**Alta Behavioral Healthcare has provided over 45 years of caring for children, adolescents and their families in the Mahoning Valley.** *Our staff is highly skilled in helping families understand their situations and what needs to be done to bring practical solutions to the problem at hand. Alta Behavioral Healthcare is a member of the Mahoning County Mental Health and Recovery Board Preferred Care Network. We are committed to growing the field of social worker, counseling, psychiatry, and other health and human service-related positions through our affiliations with local universities.*

### **Job Notice: Evening Front Office Support (PT)**

**Alta Care Group, Inc.,** is searching for a Part Time Front Office Administrative Assistant. The desired candidate will oversee all activities relating to the front desk and reception area.

This position will be working evening hours, Monday – Thursday, and may occasionally include some Friday day turn hours as needed. Hours range from 2:00 p.m. to 8:00 p.m.

Some additional hours may be required upon request, and the candidate must be willing to work at any one of our 5 locations. Boardman, Youngstown, Howland, Austintown, Mineral Ridge.

### **Responsibilities and Duties:**

Clerical and secretarial support services to line and supervisory staff; client, office and phone receptionist duties; other general office duties including typing, filing, appointment scheduling, file maintenance, and use of electronic health record.

#### 1. General Secretarial Duties

- A. Typing materials and preparation of mailing correspondence.
- B. Perform filing duties and file maintenance. Scan and access electronic charts.
- C. Knowledge of phone system and ability to answer phone, transfer calls to other staff and take messages.
- D. Responsible for initial (courteous) contact with potential clients, recording needed information correctly.
- E. Attend staff meetings and other intra-agency meetings as required.
- F. Responsible for scheduling clinical and medical appointments, processing medical documentation and completing prescriptions per medical request and by telephone.

#### 2. Other Duties

A. When necessary, periodically interact with children in waiting areas so as to comfort or answer inquires during parent session and/or while waiting for transportation from Alta facilities.

B. Business opening and closing responsibilities for Alta's central and satellite facilities according to current procedures.

**Qualifications:**

1. Ability to provide own reliable transportation to and from central offices.

A If driving own vehicle during Alta business, current auto liability insurance to minimum limits required by the State of Ohio.

B Valid Ohio Drivers License.

2. Citizen of the United States.

3. Ability to work evening hours.

4 . Absence of past criminal activity which would bring into question professional and personal integrity as it applies to position responsibilities.

5. Ability to operate computer keyboard, electronic calculator, copy machine, telephone, binder hole punch, fax machine, paper shredder, electronic typewriter, computer printer, central switchboard, T.V./V.C.R. (manual and/or with remote), with reasonable accommodations if necessary.

6. Ability to scan documents into electronic files and retrieve information from electronic files.

7. Ability to retrieve office materials and supplies from storage areas, with reasonable accommodations if necessary.

8. Must be able to pass a drug screen.

**MINIMUM QUALIFICATION**

1. High School Diploma or equivalent.

2. Experience in general secretarial duties, to include typing, filing, and operation of basic office equipment.

**PREFERRED QUALIFICATIONS**

1. Experience with computer based word processing programs.

2. Experience as a phone receptionist, responsible for in/out going calls and client service scheduling.

3. Experience in non-profit medical or social service agency.

**Application Procedure:**

Submit application by e-mail

Or mail to: Office Manager, Alta Care Group, Inc., 711 Belmont Ave., Youngstown, Ohio 44502; EEO

Job Type: Part-time

Pay: starting at \$15.00 per hour

Job Type: Part-time

Salary: From \$15.00 per hour

Benefits:

- Employee assistance program

Schedule:

- Monday to Friday

Application Question(s):

- Can you pass a background test and drug screen?

Education:

- High school or equivalent (Required)

Work Location: In person