

Administrative Assistant

Learning Solutions is a practice that performs interdisciplinary evaluations for mental health disorders at our office in Northampton, Massachusetts. We work with children, adults, and families in need of support for a range of educational, psychological, and cognitive challenges. We pride ourselves in having a collaborative environment with professionals who value teamwork with a high degree of professionalism.

Job Responsibilities:

- Issuing reminder calls/emails to clients for upcoming appointments
- Responding to referrals or requests for information from other practices
- Recording client information accurately in online charting system
- Setting up appointments in charting system for our staff of 10 providers
- Creating and maintaining electronic and paper files
- Accepting payment from clients
- Sorting and distributing mail
- Attending and participating in regular (monthly) Administrative Team Meetings
- Ordering office supplies

Work Hours and Benefits:

Part-time (20 hours per week) with potential to expand hours to full-time. Hourly salary with paid vacation time and option for an individual or family health plan.

Starting salary: \$18/hour

Trial period for 3 months, after which employee is eligible for raise to \$20/hour.

Qualifications / Skills:

- Cultural competence, in regards to our diverse client base
- Professionalism
- Keyboarding/typing skills
- Strong organizational and prioritization skills
- Ability to collaborate and communicate with others
- Basic technology skills, e.g. Word and Excel
- Experience with Electronic Health Record or Practice Management Software a plus
- Experience navigating insurance authorizations and/or previous billing experience a plus

Education, Experience, and Licensing Requirements:

- Bachelor's degree (or higher) is an asset
- Familiarity with phone systems (i.e. answering or transferring calls, placing on hold)
- Pass CORI criminal background check
- Previous work in a medical or other office setting strongly preferred

Apply by sending your resume to learningsolutions@learningsolutionsls.com. No calls please.