



CLINICAL SERVICES

HEALTH CENTER ADMINISTRATIVE ASSISTANT

(Residential Independence Success & Empowerment Program)

Full time non-exempt hourly position with benefits. Starting Rate \$12.00-\$14.00 per hour.

Essential Functions:

Assists and provides administrative assistance for the Counseling and Health Services staff in the implementation of and administration of youth health services including counseling, medical, nursing, psychiatry and dental.

Specific Duties:

1. Provides courteous and friendly customer service to all youth, staff and visitors directing them to the appropriate office
2. Acts as secretary for the Department; greeting, answering phones, open/close the building on a daily basis, maintaining student files and other clerical duties.
3. Coordinates new youth physical appointments and prepares all charts for new students.
4. Schedules diagnostic tests, referrals and prepares the necessary paperwork. Consults with the Community nurse and coordinates plans with Family Teachers.
5. Assists in the maintenance of the Dept. records / filing system.
6. Assists in the preparation of student medication reviews 2X's a year.
7. Maintain student register for vision exams and yearly physicals.
8. Attend mandatory campus activities and trainings.
9. Assists the Community Nurse with monthly prescription distribution
10. Tracks and print monthly medication logs.
10. Mail out consents to guardians for psychotropic medication.
11. Responsible for maintaining student insurance records. Contacting providers and guardians as needed.
12. Other duties as assigned.

Qualifications / Experience:

- Able to work independently without direct supervision
- Excellent organizational skills and able to work on multiple projects simultaneously
- Good interpersonal, verbal, and written communication skills
- Attention to detail
- Ability to maintain confidentiality

To express interest in this position, forward resume and letter of interest to
Dionne Horne, HR Manager dhorne@mooseheart.org

**As is customary, please notify direct supervisor of intent to apply.
Internal Deadline: Friday, April 1st (end of business day)**