



ADMINISTRATIVE ASSISTANT - JOB DESCRIPTION

LOCATION: Aspire SLO

EMPLOYMENT: Full-Time / Part-Time; Benefits for Full-Time only

WAGE: \$21.00 per hour

POSITION SUMMARY:

Aspire's Administrative Assistant reports to Executive Director and will be responsible for, but not limited to, the following:

- Able to work independently without constant supervision
- Able to communicate efficiently and clearly with peers, superiors, and insurances
- Presenting yourself in a professional manner at all times
- Answering Phones
- Scheduling appointments
- Filing
- Faxing
- Scanning
- Submitting and collecting authorization requests base on facilities
- Maintaining spreadsheets, and reports
- Answering insurance and billing questions base on facilities
- Routing calls to the appropriate person
- Screening client calls
- Obtaining clinical information base on facilities
- Other duties as assigned
- Behavioral Health and Substance Abuse Experience preferred but not required.

SKILLS AND RESPONSIBILITIES:

- Medical Billing and Insurance Process preferred
- Understanding of medical billing preferred
- Familiarity with business software

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- Medical Billing and Insurance Process preferred
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- Familiarity with business software (i.e. Google, Microsoft Office, Alleva)



PHYSICAL DEMANDS:

- a. Physical Activity - Exerting up to 35 pounds of force occasionally and/or up to 15 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.
- b. Working Hazards or Risks - Potential exposure to infectious processes during client interactions.
- c. OSHA Blood Borne Risk Category I.

TRAINING:

- a. CPR
- b. 1st Aid
- c. Crisis prevention training
- d. Harassment training
- e. Training courses as assigned