



Community Care Network is looking for an Administrative Assistant to join our team!

Community Care Network is comprised of Rutland Mental Health Services and Rutland Community Programs. Our mission is to enhance the well-being of our communities, individuals and families through responsive, innovative and collaborative human service

About the Role:

The Administrative Assistant performs a wide range of administrative and office support functions for the Front Desk/Reception. This position collaborates with staff, the community, stakeholders and clients in an office/program setting to facilitate efficient operations.

Responsibilities:

- Greet and appropriately direct professionals and other visitors in a courteous, professional manner.
- Greet all clients in a courteous, professional manner, checks appointment times and notifies clinicians of their arrivals.
- Actively pursue client payment at time of service for all programs as appropriate and documentation of such, insuring the proper crediting of client accounts for payments received.
- Provide administrative support to the clinical staff including preparing outgoing correspondence and scanning documents into the Electronic Medical Record.
- Perform urine analysis (UA) collections in accordance with agency protocols, maintaining professionalism, accuracy, and confidentiality.

Qualifications:

- High School Diploma or Equivalent (GED) Required
- Previous experience working in healthcare office preferred
- Previous experience with electronic medical records (EMR) preferred
- Excellent communication and listening skills; verbal and written
- Provide problem solving skills; while maintaining a high level of customer service by demonstrating professionalism and respectfulness towards others
- Skilled with time management; organizing day to day tasks, prioritizing deadlines, etc.
- Demonstrated ability to defuse challenging situations
- Must be comfortable performing urine analysis (UA) collections.
- Must have a valid driver's license, reliable transportation with personal automobile liability insurance coverage at or above the levels mandated by the State of Vermont.

- *Successful completion of a criminal history background check after hire.

What's in it for YOU:

- Competitive Pay – starting at \$20.00-\$21.50/hour (compensation is typically dependent upon experience)
- Comprehensive Benefit Package
 - 401(k)
 - 401(k) matching
 - Dental insurance
 - Employee assistance program
 - Flexible schedule
 - Flexible spending account
 - Health insurance
 - Health savings account
 - Life insurance
 - Paid time off
 - Professional development assistance
 - Retirement plan
 - Tuition reimbursement
 - Vision insurance
- Career Training and Development
- Collaborative and engaging team meetings with supervision.

CCN is an Equal Opportunity Employer.