



Mental Health Center of Denver

Enriching lives and minds by focusing on strengths and recovery
Job Announcement

Job Title: Administrative Assistant-Clinical
Reference #: 1341
Facility: 1634 Downing
Salary: \$13.67- \$16.40
Date Posted: 12/02/11
Status: Non-exempt/ Hourly
Hours: M-F/ 8-5
Position Summary: Provide administrative and clerical support to Program Manager(s) in charge of clinic and/or teams at a site. Assist Program Manager in all aspects of job as needed.

Essential Job Functions

1. Organize, compose, and produce letters, memoranda, reports, and other documents, through the use of computer programs, ensuring grammar, spelling, and punctuation are correct. Compose some routine correspondence or reports independently.
2. Collect program data and maintain data base system; may be required to sort, provide basic analysis, and report data for internal and/or external usage.
3. Maintain calendars and schedule appointments and meetings.
4. Take minutes at designated meetings; prepare and distribute as appropriate.
5. Receive and screen clinic telephone communications.
6. Schedule consumer appointments with psychiatrists, nurses, and other clinical staff. Collect co-pays if applicable. Input and extract data from the appointment scheduling system.
7. Coordinate, file, maintain, and update consumer medical records and related data. With all consumer information, take proactive steps to ensure accuracy of records and confidentiality.
8. Respond to requests for information, ensuring all paperwork is properly executed, and consumer confidentiality is protected.
9. Maintain other filing systems, databases, and perform data retrieval.
10. Sort and distribute incoming mail, and prepare outgoing mail.
11. In Program Manager's absence, provide for coordination of clinic needs and program. Perform a variety of administrative duties in order to ensure the smooth running of the clinic.
12. Perform other duties as assigned, based on individual site needs.

Job Requirements

Education: High School diploma or equivalent; some college preferred.
Experience: Minimum of 1 years Administrative Assistant experience. Human Service background preferred.
Skills: Proficiency with word processing (60 WPM) and computer spreadsheets. Must be able to develop proficiency in MHCD specific computer programs in addition to having proficiency in Word, Excel, and Access. Strong organizational skills, knowledge of grammar, spelling, punctuation and word definitions. Ability to communicate in a positive manner, both verbally and in writing.