



JOB DESCRIPTION

TITLE: Administrative Assistant and Scheduling Coordinator

Reports to: Operations Manager

Effective Date: May 10, 2024

SUMMARY

The Administrative Assistant and Scheduling Coordinator will manage and assist with a range of tasks that drive center performance and productivity. The Administrative Assistant and Scheduling Coordinator is also a steward of Servant Leadership who acts in a way that supports the company's valued behaviors and is committed to meeting the needs of the team.

RESPONSIBILITIES

General office tasks (answering phones, greeting visitors, scanning documents, and record management)

Manage client and behavior technician schedules including time-off requests

Ensure clients receive their recommended dosage of treatment through schedule monitoring

Review timecards

Prepare for billing by performing weekly schedule and session note audits

Assist with submission of weekly billing

Maintain a thorough understanding of the policies and procedures; ensuring employees at the center remain up to date and informed on changing policies and procedures.

Monitor and replenish inventory by ordering, receiving, stocking, and distributing office supplies.

Periodically update company website and Facebook page.

Assist the Operations Manager as assigned/required.

Be a steward of change management by providing constructive and thorough feedback to improve systems and processes.

REQUIREMENTS

High school diploma or GED

Intermediate computer literacy; proficiency in Word and Excel

Good planning and organizational skills

Well-developed verbal, listening, and written communication skills

Ability to multi-task in a busy office

Ability to meet deadlines

A proactive approach to problem-solving with strong decision-making skills

Dependable, self-motivated, and energetic

Ability to accept constructive feedback and develop knowledge and skill sets accordingly

Adhere to HIPPA rules and regulations

1-3 years previous experience in an office setting with scheduling and billing experience (preferred)

Consent to criminal background check

AT NORTHWOODS LEARNING CENTER WE OFFER

Paid holidays

Paid time off

Retirement Plan

WAGE

\$16-19 per hour based on experience

ACKNOWLEDGEMENT

My signature on the orientation training checklist acknowledges that I have read the above job description and agree that I can perform the responsibilities as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organization or departmental needs.

Name: _____ Date: _____