Administrative Assistant

Description
SUMMARY:

Southeast Behavioral Services serves families in East Tennessee providing ABA therapy to children and adults with autism spectrum disorders and other developmental delays. We are seeking an administrative assistant to join our team.

Responsibilities
Coordinate and manage initial and ongoing appointment scheduling for clients and RBTs, ensuring optimal use of available billing codes.
Develop and maintain schedules for ABA therapy sessions, assessments, and other clinic activities.
Manage rescheduling and cancellations, while effectively communicating changes to all parties involved.
Assist with the intake process for new clients, including gathering necessary documentation and information.
Support therapists and other clinic staff with scheduling needs.
Record-Keeping and Documentation
Wait list and referral list management
Maintain accurate and confidential client records, including session notes and billing information.
Ensure compliance with HIPAA regulations and other relevant confidentiality requirements.
Assist with updating client billing systems and reporting as needed.

Qualifications
Good interpersonal skills
Excellent problem-solving and conflict resolution skills
Ability to prioritize and respond to important tasks quickly
A professional, yet friendly phone and email demeanor
Working knowledge of Microsoft Office applications (e.g Word, Excel, Outlook)
Works well in teams and has the ability to work independently with little or no supervision
Excellent time management skills and ability to function effectively in a fast-paced, dynamic, and stressful environment
Some knowledge of ABA

Contacts
For more information or questions, please contact info@southeastaba.com

Employment Type
Part-time

Job Location
2484 Brights Pike, 37814, Morristown, Tennessee
Remote work possible

Working Hours
Mon-Fri 7am – 10am

Base Salary
$ 15

Date posted
September 6, 2024

Valid through
01.01.2025