



ADMINISTRATIVE ASSISTANT - PSYCHIATRY

Job Requisition # **21-0125**

Location: **Riverside Health Center**

Application Deadline: **Until Filled**

Hours per Week: **40**

Status: **FT (1.0 FTE)**

Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. For over 50 years, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer.

Position Purpose:

Responsible for providing administrative support for the Departments on Psychiatry and Mental Health, including the Vermont Child Psychiatry Access Program. Routine support functions include assisting with the management of the clinical and administrative weekly schedules including maintaining the clinical weekly schedule and telepsychiatry appointments, CTO requests and building scheduling templates, manage office supply requests, submitting and completing facility and IT tickets, assist with recruitment and orientation scheduling and organization, assist with budget management and oversight, agenda preparation, calendar oversight, receiving/responding to patient phone calls and messages, processing, scheduling and completing psychiatry referrals, psych medical record coordination/requests, assist with psych referrals to facilities outside of CHCB (IOP, inpatient hospitals) assisting with policy and procedure file maintenance and meeting preparations; special projects are assigned on a frequent basis. This position will also help with clinic demands such as medication prior authorizations, helping to manage prescription refills and coordinate pick-up, helping direct patients to different parts of our health center, etc.

Basic Qualifications:

Education and Experience

- Associate's Degree in Business Administration or related field, or Undergraduate Degree preferred
- High School Diploma or GED required
- Familiar with medical terminology
- Experience in a healthcare setting preferred
- Experience scheduling and coordinating psychiatric consultative visits on behalf of PCPs statewide preferred
- Experience gathering and tracking research data for quality improvement projects preferred
- Experience assisting with grant related data collection and reports preferred

Knowledge, Skills, and Abilities

- Ability to type quickly and operate standard business equipment
- Excellent writing skills including ability to compose accurate and succinct meeting agendas
- Ability to set and re-set priorities on an ongoing basis, reacting to changing information and/or circumstances
- Ability to work independently as well as within a team environment
- Advanced Microsoft Office applications skills including Word, Excel, Outlook, PowerPoint, Publisher and Adobe; Share Point and EMR experience desirable
- Ability to schedule within and use ZOOM
- Flexibility to learn and master new data management platforms
- Knowledge of clerical and administrative procedures and systems such as managing paper and electronic files, designing forms and compiling data
- Ability to determine when additional information or assistance/support is required for successful outcomes
- Ability to understand and convey information effectively and professionally to a wide-variety of people via clear verbal, written and/or email communications
- Ability to provide strong customer and personal service
- Willingness to actively look for ways to help and further operational progress

To apply for this position, please send a resume and cover letter to: HR@CHCB.org
The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available