OCEAN PSYCHOLOGY
MENTAL HEALTH SERVICES

Administrative Assistant

Location: Ocean Psychology Group- Outpatient Clinic
Type: W2, $17-25 Per Hour (Depending on Experience)
Schedule: Part-time (20-30 hours/week)
Duration: Potential for Full-Time Position

Overview:

Ocean Psychology Group is a multidisciplinary outpatient practice committed to providing high-quality, client-centered mental health services to a diverse population. We are currently seeking an administrative assistant interested in the mental health field and looking to grow within an organization. This role will play a critical role in supporting the delivery of high-quality mental health services. Ultimately, we are hoping the individual who takes this role will progress into billing and managerial roles within the practice.

Responsibilities:

- Managing client registration including insurance verification, scheduling appointments, & maintaining records
- Ensuring a positive client experience from first point of contact
- Attending marketing/networking events as necessary for table hosting during events
- Create online marketing content focused on community engagement
- Assist with office maintenance tasks such as ordering office supplies, facilitate office engagement with community support initiatives, etc.
- Maintain confidentiality and adhere to all HIPAA and ethical guidelines

Minimum Qualifications:

- Strong organizational and interpersonal skills
- Bilingual (Spanish, English)
- Professionalism, reliability, and respect for client confidentiality

Preferred Qualifications:

- Healthcare billing experience within the mental health field
- Competence in working with an electronic health record
- Ability to handle multiple tasks efficiently in a fast-paced environment
- Detail oriented and thorough in completing administrative tasks

Benefits:

- Flexible scheduling (Eligible for Remote Hours)
- Paid holidays off
- Small team of coworkers in an easy going environment
- Career expansion opportunities within growing practice

To Apply: Please email AlemanPsychology@gmail.com with CV/resume.
Please specify position being applied for in email subject line.