

12/23/2020

NOW HIRING!!!

Administrative Assistant (Licensed Drug & Alcohol Outpatient Clinic)- Evolution Counseling Services, LLC- Blair County

NOW HIRING! Evolution Counseling Services, LLC is looking for an Administrative Assistant to work within our Licensed Drug and Alcohol Outpatient Clinic. The position would **part time**, three days a week (typically Monday, Wednesday, and Friday) 8am to 4pm. Hours may be flexible to fit the needs of the applicant/agency. Hourly wage depending on experience and education. Minimum education preferred is an Associates Degree. Please send a cover letter and resume titled **Administrative Assistant (Licensed Drug & Alcohol Outpatient Clinic) Position**.

Experience in case management, record keeping, secretarial duties, typing, and/or customer service.

Must be able to and/or willing to learn:

- have a clear understanding of Microsoft Word & Excel
- have a clear understanding of billing functions with medical assistance and other insurance companies
- perform medical assistance checks on clients weekly
- perform medical assistance billing and perform internal monthly checks of billing
- responsible to coordinate case management services between agencies
- to have a PA driver's license and appropriate insurance
- to provide transportation to run errands
- to perform light cleaning duties such as vacuuming
- to possess effective oral and written communication skills including basic grammar
- to make independent decisions when circumstances warrant such action
- to function independently, have flexibility and personal integrity, and the ability to work effectively with consumers, co-workers and others
- to understand the needs of each person is unique and will be respected, thus out of the box thinking will be necessary
- to track timelines that pertain to personal files, data collection, trainings, and vacation
- to possess effective phone etiquette
- 56 cents per mile if you drive your car for work errands.
- all Federal Holidays Off in accordance to the rules of the policy manual (not paid).

Requirements, clearances and trainings

- Driver's License
- Basic Life Support (BLS) OR Cardiopulmonary Resuscitation (CPR) active certification
- Act 31 Child Abuse Reporting
- Act 33 with renewal
- Act 34 with renewal
- Act 73 FBI Clearance
- DDAP- Confidentiality training
- DDAP- Screening and Assessment training

DO NOT RESPOND VIA REGULAR MAIL. Please send a cover letter and resume titled **Administrative Assistant (Licensed Drug & Alcohol Outpatient Clinic) Position** to Sarah Davinsizer, LSW at sdavinsizer@evolutionblair.com and Courtney Colbert at ccolbert@evolutionblair.com.