Position: Administrative Assistant

Part/Full Time: Part-Time Position
Hours: 9:00 AM to 5:00 PM
Work Week: Monday through Thursday
*Some flexibility in work hours to accommodate class attendance*

Background Check: Background checks (criminal history, child/dependent adult sexual abuse) will be conducted on final candidates.

Special Skills:
- 30 WPM Typing
- Patient Scheduling
- Public Contact/Customer Service
- Word Processing/Microsoft Office Suite

Minimum Qualifications: High school diploma; basic computer skills and word processing skills. Ability to type at a minimum speed of 30 WPM. Excellent verbal and written communication skills. Ability to maintain HIPAA-compliant privacy and confidentiality. Experience with medical insurance claims and billing is preferred, but will provide training.

Duties: Under general supervision, performs administrative assistance for a busy mental health/behavioral health counseling office. Tasks include: greeting patients and visitors, obtaining and reviewing forms, gathering insurance information, scheduling appointments, processing insurance claims, billing, collecting co-payments, triaging phone calls, and maintaining office cleanliness. Duties involve the use of computers, and a variety of software and/or conventional office equipment.

Application Process: Please mail or email your resume and cover letter to:
Coralville Family Counseling
2431 Coral Court, Suite #4
Coralville, Iowa 52241

coralvillefamilycounseling@gmail.com