Help Wanted: Receptionist

Job Description

Alli Center, LLC is currently seeking a part-time receptionist for our practice in Coralville, Iowa. This is an opportunity to be a part of an innovative service delivery approach which:

- Supports the general office with a variety of clerical activities and related tasks for behavioral healthcare providers
- Provides expert patient/client care daily
- Emphasizes collaboration among colleagues from diverse behavioral health backgrounds

Key Responsibilities

- Greet visitors and patients entering clinic, determine nature and purpose of visit following established protocols
- Schedule appointments and maintain/update calendars over the phone and in person
- Accurately enter client information into electronic medical records and billing system
- Communicate (verbal and written) with clients, patients and staff using a variety of methods
- Maintain standards, policies, procedures, and regulations in accordance with local, state and federal laws, and with ethical standards of the profession

Qualifications

- High school diploma or GED required
- Strong computer proficiency (Internet, Email, Gmail and Google Apps)
- Prior administrative experience preferred
- A commitment to providing individual attention to help clients achieve mental and emotional well-being

Employee Benefits

- Competitive pay
- Accrued personal time off
- Flexible schedules
- Collaborative work environment in a convenient location

An Equal Opportunity Employer