



Liberty House Job Announcement

Administrative Assistant

Full-time - 40 hours

Starting at \$16.00 per hour

About Liberty House

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief since 1999. Our successes lead to vital positive social change and we are looking for a highly organized, energetic, and passionate person to join our team. Visit www.libertyhousecenter.org to learn more about Liberty House.

Administrative Assistant

This position is the first point of contact for both English and non-English speaking patients, families, and visitors at Liberty House; because of this, bilingual English/Spanish speaking Administrative Assistants are preferred, although not required. The Administrative Assistant is responsible for greeting patients and their families arriving for appointments. Additional job duties include answering and routing phone calls, data entry, creating patient charts, receiving donations, daily mail processing, and preparing the family waiting rooms and examination rooms for the next patient. The ability to assist Spanish-speaking patients and their families in communicating with Liberty House staff is a plus.

Primary Duties

- Greet patients and their families in their primary language whenever possible.
- Facilitate patient check-in and insurance verification.
- Keep the reception area and waiting room tidy and organized.
- Assist with play care as required.
- Complete and submit applications for Crime Victims' Compensation.
- Answer and route incoming calls to all clinic staff.
- Assist with Quality Assurance for fee tickets.
- Enter new patient information in the database.
- Create new patient charts in electronic health records.
- Perform office opening and closing duties.
- Answer and route incoming calls to administrative and development staff.
- Keep the central work area tidy and organized.
- Process outgoing and incoming mail and faxes.
- Process credit card donations.
- Perform general office clerical duties.
- Perform other duties as assigned.

Qualifications:

Education and Experience:

- High school diploma or GED.
- At least one year of experience performing general office duties.
- Experience using standard office software applications (e.g., Word, Excel, Outlook).
- Proficiency in telephone, written, and verbal communication in both English and Spanish.
- Organized and detail oriented.
- Pass a criminal background, a sex offender registration, and child abuse registry check.
- Interest in Liberty House mission.

To Apply:

Please email a cover letter, application, and resume to: HR@libertyhousecenter.org

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled; priority reviews begin April 9, 2021.

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.