

Receptionist (Evenings)

Lee Carlson Center for Mental Health & Well-Being, a 501c3 non-profit, is the primary provider of outpatient mental health services in Anoka County and surrounding areas. Each year we offer hope and healing to more than 3,000 individuals and families struggling with a variety of emotional health issues. Services include clinic, home and school-based counseling and individual, family and group therapy as well as psychological testing, assessment and psychiatry. A beacon of hope and healing for over 39 years, our mission is to provide exceptional and affordable mental health services to families, children, youth, and adults.

Duties and Responsibilities

Primary Responsibilities:

- 1) Provide administrative and organizational support for the office.
- 2) Compose, prepare, and proofread correspondence, office memos, and reports.
- 3) Transcribe psychiatric case notes and consultations from psychiatrists into EMR.
- 4) Maintain strict confidentiality regarding client records and possible staff information.
- 5) Assemble and maintain psychiatric and psychological files in an organized and accessible manner to include updating information and creating new filing systems as needed.
- 6) Assist with scheduling appointments, answering phones, take messages as needed and other front office needs.
- 7) Scan organization documents
- 8) Operate standard office equipment.
- 9) Monitor the waiting room, tidying up when needed.
- 10) Daily reminder calls to clients for psychiatry and testing appointments.
- 11) Collect co pays and obtain payment information for credit cards, checks.
- 12) Miscellaneous clerical/computer duties for management staff.
- 13) Provide back up for other clinical staff when they cannot be in the office
- 14) Update new intake information when clients call for the first time
- 15) Create database for new clients.
- 16) Comply with HIPPA

Experience: Preferred-prior receptionist/ administrative assistant background in a medical or mental health facility.

Qualifications:

- Education and/or Experience:
 - High School Diploma or Equivalent
 - Experience; Prior receptionist/ administrative assistant background in a medical or mental health facility.
- Certificates, Licenses, Registrations: n/a
- Language Skills: Oral and written communication skills necessary. Must be able to effectively communicate information and ideas in English both orally and in writing.
- Mathematical Skills: Ability to add, subtract, multiply and divide numbers and ability to calculate percentages.
- Physical Demands: Ability to lift a minimum of 25 pounds.
- Work Environment: Position requires travel between clinical sites and satellite clinic locations including schools and client's homes as caseload requires.
- Other Skills Required: Filing and organizational skills required. Must be proficient in using Windows Operating System as well as Microsoft Office applications and Electronic Medical Record (Microsoft Word, Excel, PowerPoint and EMR system).
- Reasoning: Must be able to solve complex problems independently and demonstrate strong interpersonal skills.

Qualifications continued:

- Ability to achieve and maintain status of “not disqualified” upon completion of criminal background studies.
- Ability to maintain a valid driver’s license, proof of drivers insurance, a satisfactory driving record and reliable transportation.

To apply please send a resume and cover letter with interest to rosterman@leecarlsoncenter.org

Equal Opportunity Employer - Minorities / Women / Protected Veterans / Disabled. **EEO is The Law** - [click here for more information](#).

Lee Carlson Center for Mental Health & Well-Being is an **Equal Employment Opportunity/Affirmative Action** employer. If you have a disability or impairment and as a result you not able to complete an online application, please contact the Lee Carlson Center for Mental Health & Well-Being Human Resource Department at 763.780.3036 ext 835.

Lee Carlson Center for Mental Health & Well-Being does not discriminate against any qualified applicant or employee because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance in implementing the policy concerning non-discrimination based on national origin or religion.