



## Job Description

### **OFFICE MANAGER**

#### **POSITION SUMMARY**

Primary person responsible for efficient office management and IT operations. Also provides administrative and clinical support as necessary and appropriate to administrators and clinicians.

#### **PERMANENT ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain, troubleshoot, and coordinate repairs of office equipment (copiers, printers, computers, desk phones, scanners, etc.) As needed.
- Act as liaison between building management regarding maintenance issues.
- Order and maintain adequate inventory of office supplies.
- In conjunction with Clinical Support Coordinator, ensure that documentation is entered in CaseNet (our EMR System) according to policy and procedure.
- Oversee timely and accurate data entry of encounter forms.
- Track facilities' census and coordinate with CCA.
- Track re- Assessments; coordinate with CCA clinical staff; f/u with clinician if assessment is not timely.
- Track requests for new providers and interface with CCA provider relations dept.
- New employee set-up; ID badges, business cards, keys/access card, cell phone and office phone set-up, etc.
- Assist clinicians with credentialing; maintain files.
- Assist clinicians and support staff with IT issues; laptops, cell phones.
- Maintain files of on-call logs
- Maintain equipment inventor log.
- A/P function: Expense employee expense reimbursement forms.
- Assist with phones as necessary.
- Ensure that phone is forwarded to on-call clinician weekly according to schedule.
- Supervision of administrative assistant and clinical support coordinator, to include regular meetings, performance evaluations and resolution of concerns.
- Other related duties as may be assigned.

**SUPERVISION**

- Administrative Assistant; Clinical Support Coordinator

**REQUIREMENTS:**

- Bachelors Degree
- 2 - 5+ years related experience or equivalent.
- Demonstrated ability in Microsoft office applications including Word, Excel, and PowerPoint.
- Demonstrated ability to learn new technology systems.

TO APPLY FOR THIS POSITION, PLEASE CLICK ON THE LINK BELOW:

<https://home.eease.com/recruit/?id=492018>