

Cross Road Health Ministries, Inc.

Job Description

Job Title: Behavioral Health Executive Assistant
Department: Behavioral Health
Supervisor: Director of Behavioral Health/Chief Medical Officer
FLSA Status: Part-time, Non-exempt
Approval: By: KJW Date: 7/3/2019
Work Hours: Regular office hours; nights, holidays and weekends as scheduled and as needed.

Position Summary: Assists the behavioral health team/providers and Chief Medical Officer with duties such as referrals, record-keeping, patient scheduling, and transportation scheduling.

Essential Duties and Responsibilities:

- Provides assistance to the behavioral health team/providers and Chief Medical Officer.
- Aids in providing information for patient referrals.
- Coordinates driver and patient schedules for non-emergent transportation.
- Communicate effectively with administrative staff and managers.
- Protects patient information and complies with HIPAA regulations.
- Complies with all applicable CRHM policies.
- Agrees to actively support the mission and values of CRHM.

Skills:

- Effective written and oral communication skills
- Ability to prioritize effectively
- Ability to apply ideas in different situations
- Ability to make and receive phone calls in a professional manner

Qualifications:

- Good organization skills
- Good leadership skills
- Outgoing personality

Education/Experience:

- High school diploma or GED required
- Experience with computer systems and Microsoft Office products

Other Skills:

- Friendly, out-going personality
- Ability to converse easily with people of all walks of life
- Team spirit

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to sit, use a keyboard, telephone and other office equipment, and talk or hear. Lifting items weighing less than 10 pounds is frequently required. Rarely is there a need to lift more than 25 pounds.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects CRHM's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. *This is not intended to be a contract.*

Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

HRD Signature: _____

Date: _____