

NORTH CENTRAL BEHAVIORAL HEALTH SYSTEMS, INC.

Medical Office Assistant

POSITION: Medical Office Assistant
LOCATION: LaSalle
HOURS: Monday- Friday 40 hours per week

Position Overview:

Provides assistance to nursing and psychiatric staff to promote efficient delivery of psychiatric services to consumers. Responsible for the scheduling and management of the psychiatric services appointments and arranges for the efficient and orderly processing of psychiatric clients. Complete assessments of clients in crisis to determine appropriate level of care.

Duties

- Ability to work directly with psychiatric treatment team to support facilitation of psychiatric service delivery to NCBHS consumers.
- Familiarity and aptitude to understand medical terminology.
- Education and/or experience demonstrating significant exposure to science related fields such as chemistry, biology, physiology, and/or anatomy.

Skills and Abilities:

- Knowledge of computer keyboard is mandatory and demonstrated proficiency in computer skills.
- Good command of the English language with optimum spelling accuracy.
- Excellent communication and interpersonal skills required.
- Human relations skills to use tact and diplomacy in contacts with employees and the public.
- Verbal ability to receive accurate information, good listening and speaking skills.
- Ability to be aware of the matters being handled, exercise good judgment and be able to function under limited supervision.
- Ability to multi-task and work in fast paced environment with excellent organizational skills.
- Experience in working with a computerized software system.
- Ability to conduct vitals and provide medication education services.
- Accurate documentation.

Requirements:

- Certified as Medical Office Assistant
- 1-3 years of experience working in medical office setting

Submit your resume to hr@ncbhs.org