

Job Title: Administrative Assistant
Supervisor's Title: Program Manager
Clearance: Facility
Contract: CSOSA

Date: March 2015
FLSA: Non-Exempt
SCA: Yes
Location: Washington, DC

RESPONSIBILITIES

The Administrative Assistant shall work under the Project Manager to perform a variety of administrative tasks.

- Order and maintain an adequate supplies of examination and treatment materials
- Maintain medical records in accordance with Federal Confidentiality Regulations, 42 CFR, Part II
- Provide telephone coverage for the medical services unit
- Notify Unit Managers of residents who fail to appear for appointments
- Enroll residents in the District of Columbia's Health Insurance Program (i.e., Alliance Healthcare System)
- Schedule appointments for external medical consultations.

QUALIFICATIONS

- Minimum of three years of education beyond high school from an accredited business, secretarial, or technical school, junior college, college or university.
- Minimum of five years of experience working as a Medical Secretary or Medical Records Administrator
- Minimum of three years of verifiable work experience as an Administrative Assistant that worked in either a residential treatment, community corrections, re-entry, or correctional facility, public health clinic, or federally qualified health center.
- Minimum of five years of experience working with offenders/defendants.

Abilities Required:

- Excellent verbal and written communication skills.
- Able to maintain a professional demeanor and interface with high level medical providers, clients and Altos management and employees.
- Superb customer service.
- Detail-oriented and organized.
- Reliable, dependable, and trustworthy, as well as able to maintain confidential information.
- Consistently adhere to regularly scheduled full-time (8 hours/day, 40 hours/week) shift.

EEO Employer/Protected Veteran/Disabled