



Job Announcement

Title: Administrative Assistant

Description: This position is responsible for providing administrative support to the Early Intervention program to ensure that necessary documentation and timelines are met.

Responsibilities:

- Copy/distribute records to families, doctors, school districts, and other agencies
- Proof read reports, track signatures and upload/mail as needed
- Create client files and information welcome packets
- Mail enrollment packets, evaluation reports, and protocols to clients and school districts
- Support department members in maintaining documentation of FRC activities in each child's file and collectively for agency records, billing, and tracking
- Oversee and or support volunteers for assistance as needed
- Create, file, and mail ESIT required documents
- Exit/close records
- Medical records requests to medical providers
- Assist Patient Care Coordinator as needed: responding to referrals and scheduling evaluation appointments.
- Maintain client confidentiality per HIPAA guidelines

Hours/Schedule: 20 hours per week

Salary: \$15.03 - \$20.15, DOE

Location: Encompass Pediatric Clinic, 290 Main Ave S, North Bend WA 98045

Qualifications:

Required

- HS Diploma or GED
- Two years of administrative office experience
- Ability to maintain confidentiality
- Ability to work independently, take initiative and exercise appropriate discretion and judgment
- Strong interpersonal skills, with ability to effectively communicate verbally and in writing
- Strong organizational skills
- Proficient in Microsoft Office programs
- Valid driver's license and vehicle

Preferred

- Bilingual English/Spanish

Certifications and licenses:

Required within 90 days of hire:

- Complete Family Resources Coordinator Introductory Training for state registration
- Child/Infant CPR; First Aid; Blood Borne Pathogens
- Pass Washington State DSHS criminal history and background check and FBI fingerprint check if not in state for more than the past 4 years

Physical Demands:

- Office/desk work
- Typing
- Sitting for extended time
- Ability to drive
- Ability to lift 40 pounds

Send resume/application to: Encompass, attn. Kristin Webb, Director of Administration, 1407 Boalch Ave NW, North Bend WA 98045 or email to: employment@encompassnw.org. No phone calls, please.

Encompass is an Equal Opportunity Employer. Qualified applicants receive consideration for employment without discrimination based on gender, marital status, race, color, religion, national origin, age, or the presence of a non job-related medical condition or handicap.