



## Position Announcement

**TITLE: Administrative Assistant**

**DESCRIPTION:** The Administrative Assistant provides administrative support to Encompass staff at the Pediatric Therapy Clinic, including reception, office administration and internal and external customer service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Greet and check in clients, answer phones and collect co-pays/payments and insurance information
- Schedule client appointments and communicate therapy appointment changes to therapists
- Assist Clinic Operations Supervisor with onboarding new clients
- Complete clinic records requests in line with HIPAA laws
- Assist with light filing and data entry duties and distribute mail
- Schedule interpreters monthly and as needed
- Oversee the cleanliness and organization of waiting rooms and common workspace
- Initiate closing procedures at end of day
- Stay current on program information, classes, special events
- Support Clinic Operations Supervisor with front office administration and basic facility management
- Support Encompass staff as needed

**HOURS/SCHEDULE:** 20 hours per week, Monday through Friday afternoon shifts only

**SALARY:** \$15.31 – 20.72/hour, DOE

**LOCATION:** Encompass Pediatric Therapy Clinic, 209 Main Ave S, North Bend WA 98045

**QUALIFICATIONS:**

Required

- Associate Degree, or two years of relevant experience
- Customer service oriented
- Strong interpersonal skills with ability to effectively communicate verbally and in writing
- Strong organizational skills
- Proficient in Microsoft Office programs
- Ability to maintain confidentiality

- Ability to work independently, take initiative and exercise appropriate discretion and judgment
- Flexible with schedule and able to work at both Encompass locations as needed
- Valid driver's license, insurance and vehicle

Preferred

- Bilingual English/Spanish

**PHYSICAL DEMANDS:**

General office environment, light lifting (up to 20 pounds) and bending may be required. May be exposed to cleaning products.

**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](mailto: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.*