



food+body wisdom

Opal: Food+Body Wisdom, an eating disorder treatment facility in the University District of Seattle, Washington, offers intensive day treatment as well as outpatient services. We are looking for skilled individuals who want to join our team to provide quality treatment and work along side a passionate and caring staff.

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**Job Title: Administrative Assistant**

**Responsibilities:**

- Check-in patients for appointments.
- Administer new patient paperwork.
- Schedule patient appointments.
- Receive payments from patients.
- Maintain confidentiality in all aspects of patient, staff and agency information.
- Interact with patients, vendors and visitors.
- Answer telephones and transfer to appropriate staff member.
- Distribute incoming correspondence, including faxes and email.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Scan and upload clinical documents to patients' electronic charts.
- Support Medical Director with various patient-related tasks including medication refills.
- Re-stock, organize, and maintain refreshments in waiting rooms and employee areas.
- Collect, organize and maintain inventory of office equipment and supplies.
- Research, price and purchase office equipment and supplies.
- Arrange for the repair and maintenance of office equipment, kitchen appliances, and other office maintenance needs.
- Maintain a clean and orderly waiting room.
- Support staff in assigned project-based work.
- Other duties as assigned by Directors.

**Requirements:**

- Associates degree or higher
- Excellent computer and organizational skills

- Excellent writing, analytical, and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to operate standard office equipment
- Live, behave and talk in a way that reflects a non-diet, non-weight biased relationship with food and body
- Exhibit a high degree of confidentiality and personal boundary setting
- Experience in the mental health and/or eating disorder field desired, but not required
- At least two years experience in general office responsibilities and procedures desired, but not required

**Hours:**

- Part time

**Compensation:**

- Commensurate to experience