



511 W Main Street, Tavares, FL 32778  
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# Office Administration Assistant

## Job Description

The following roles and responsibilities are required (but not limited to) for the full time position of Office Administration Assistant:

- Assist with Scheduling
- Answering Phones
- Auditing Client/Patient charts
- Auditing Employee charts
- New Employee applications
- Processing and obtaining all information for new hires
- Checking potential employee references
- Tracking and obtaining Care Notes
- Cross checking Care Notes with a Care Plan and reviewing with a RN
- Monitoring and Managing Log Books
- Monthly satisfactory inquiries for clients
- Documenting conversations in an EMR and charts
- Inputting data in EMR and charts
- Mailing Invoices
- Mailing Checks
- Faxing documents
- Making Copies
- Using Excel spreadsheets
- Sending letters to clients and employees
- Set up Interview, Discovery and Orientation days
- Manage Interview, Discovery and Orientation days
- Communicate with clients and employees
- Weekly report submissions
- Bi-weekly Case Conference report submissions
- Helping the Executive Director (Lou) and Owner (Colin)
- Communicating at least 1x per week with the Call Center
- Preparing any documentation for RN review and signature
- Running office errands with company car
- Introducing employees to clients

