

Water Street Health Services Job Description Office Assistant

Summary: Support the Office Manager of WSHS and the Health Services team with administrative tasks, giving exceptional attention to detail.

FLSA: Full-time, Non-Exempt

All Water Street Mission staff must be:

1. Willing to sign the Water Street Mission Statement of Faith
2. A current member or regular attendee of a local church
3. Able to fully support the Water Street Mission core values and philosophy of ministry

Essential Duties:

- Provide receptionist coverage at WSHS check-in window
- Conduct registration sessions, schedule appointments and verify patient eligibility to be seen at WSHS using EPIC and Dentrix software.
- Data entry and review of all registration/recertification paperwork and ongoing data entry to ensure consistency within the WSHS database
- Responsible for the release of medical information, and in accordance with all confidentiality laws, when requested by patients and outside agencies.
- Responsible for maintaining of adequate office and maintenance supply of clinics necessary for smooth functioning.
- Provide administrative support to Director of Medical Services.
- Work in harmony with other departments, staff members, and community agencies
- At all times, keep the Office Manager apprised of critical issues.
- Perform other duties as may be assigned by the Office Manager or required to assure the smooth functioning of the clinic.

Education/Experience: Microsoft Office experience including Word, Excel, Outlook, and Access are essential. Organizational skills, attention to detail, and strong communication skills required. High school graduate or GED required. Spanish-speaking is preferred. Experience in a medical, dental, or other professional office is preferred.

Equipment: Computer, Office software (Word, Excel, Publisher, Outlook, Access), and basic office machines including copier, fax, and phones.

Supervisor: Office Manager for Water Street Health Services

Physical Demands:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Stand, walk, or sit - *continuously*
- Use hands to finger, handle, or feel – *continuously*
- Reach with hands and arms – *frequently*
- Stoop, kneel or crouch – *occasionally*
- Lift and/or move up to 35 pounds – *occasionally*
- Weekend or evening availability – *occasionally*

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Christian Life:

Water Street Mission is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry that is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and purpose statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Water Street Mission.
- Subscribe to the Water Street Mission Statement of Faith and Qualifications of Employment upon hire and continuously while employed.
- Adhere to the Water Street Mission Employee Handbook.