

Job Title: Administrative Assistant

Position Description: Ready for a rewarding and impactful job? Support the medical program and administrative services of a growing healthcare nonprofit that serves our underserved neighbors. You'll have a flexible four day a week, part time schedule, and be working with a wonderful team. Duties include office essentials, assisting with patient care management, and scheduling. There are also opportunities for research, project management, and medical office management for the right candidate. We believe everyone deserves access to quality care!

Tasks and Responsibilities:

- Manage phone and email correspondence
- Screen potential clients for eligibility, offer program services or other options
- Schedule and confirm patients in electronic medical record
- Assist with patient care management including prior authorizations and referrals
- Manage faxes and mail
- Meet with walk-ins and offer program services and local resources
- Support Wednesday medical clinic set up, reception and clean up
- Order office supplies
- Oversee donations of medical supplies and equipment
- Enter contributions into donation software
- Assist with preparation of quarterly reports
- Support staff with meeting scheduling and preparation
- Gather information and manage research projects as assigned
- Assist office in preparation for taking and billing insurance
- Other administrative tasks as assigned

Qualifications: High school diploma or equivalent.

Skills and Experience:

- Dedication to the mission of the Knox Clinic
- Office and administrative assistance experience in a healthcare setting preferred
- Experience with electronic medical records, AthenaHealth preferred
- Capacity to efficiently prioritize tasks, work independently and on a team
- Comfortable with diverse populations
- Lifelong learner
- Strong organizational, verbal and written communication skills in English
- Computer literacy and familiarity with office software

Reports to: Executive Director

Hours: 18 - 25 hours per week, flexible Monday-Thursday

Compensation: \$19-\$24 an hour dependent on skills and experience, retirement benefit. The Knox Clinic is an at-will employer.

Please submit a cover letter and resume to: Executive Director Meredith Batley via email at meredith@knoxclinic.org

Our Mission: We are a volunteer based non-profit advocating for and providing free/low cost medical, dental, prescription assistance, mental health, and wellness services to the uninsured and underinsured in Knox County, plus our border towns. We believe everyone deserves access to quality care!