



*Eastern Montana Community Mental Health Center*  
*Administration Office*  
*2508 Wilson Street*  
*PO Box 1530*  
*Miles City, MT 59301*  
*406-234-0234*

**CLASS TITLE: Administrative Assistant I**

**DEPARTMENT: MACT Team**

**ACCOUNTABLE TO: MACT Team Lead**

**FLSA: Non-Exempt**

**SALARY RANGE: \$13.50-15/hr.**

**PRIMARY OBJECTIVE OF POSITION:** The Administrative Assistant is a support member of the EMCMHC facility. This includes providing receptionist duties including triaging of phone calls, coordinating communication between the providers, administration, and clients, and assisting clients, their families, and other agencies to obtain answers to questions. Maintains accounting and budgeting records for clients and program expenditures and operates and coordinates EMCMHC's management information system. Exhibits good work ethic, fairness, flexibility, and commitment to appropriate and direct communications; demonstrates a commitment to EMCMHC's mission and vision.

**ESSENTIAL JOB FUNCTIONS:**

- Enters and completes data entry for clients of the MACT Team.
- Preparation and management of schedules for MACT provider and clinician in coordination with organization policies and procedures.
- Records admissions and discharges to provide a source of information for statistical reports.
- Manage weekly medication clinics according to EMCMHC policies and procedures and assist in any customer service and care needs during clinic hours. Assist with client care and clinic processes as needed.
- Maintains client clinical charts according to EMCMHC's and State's standards including the following: Set-up charts for newly admitted clients; maintain clinical record in the EHR in a timely fashion to assure current, accurate information is available and monitor clinical charts in coordination with the Team Lead to assure they are being maintained in accordance with unit policies and procedures.
- Inform and consult with staff for the proper maintenance of clinical charts.
- Type various correspondence and reports using word-processing software.
- Prepare letters requesting medical records and client authorizations and maintain log of requests and records received in compliance with HIPAA.
- Design and update forms to obtain and maintain insurance information regarding all clients
- Collect necessary client data/demographics and prepare reports utilizing spreadsheet software.
- Sort, route and prioritize incoming mail with distribution to appropriate staff
- Greet people at the facility and answer calls to include the following: triage and coordinate communications between the team and clients
- Manage and operate the system in place to document all cash transactions with receipts, acts as the payee for clients
- Operate and coordinate the computer and management information system for the program
- Knowledge and proficient use of electronic medical records and Microsoft Office programs



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- Attend all mandatory meetings unless excused by supervisor.
- Complete daily timecard in an accurate and timely manner.
- Protect the confidentiality of clients and co-workers
- Additional duties as assigned

**SUPERVISION – RESPONSIBLE FOR WORK OF OTHERS:** None

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- High school diploma
- Associate or Bachelor's degree in human services or business/office management preferred.
- Minimum of one year of office and clerical experience with experience in a health care setting preferred.
- Completion of CPI (Crisis Prevention Intervention), CPR, and First Aid training provided.
- Ability to pass background check and driver's license check upon offer of employment.
- Provide proof of auto liability insurance coverage per EMCMHC's policies.
- Montana Driver's License with good driving record - required to transport clients while on work duty
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Is required to handle confidential information, must be trustworthy, and responsible for keeping confidential information safe; and
- Performs all other duties as assigned by the MACT Team Lead.

**PLEASE COMPLETE AN ONLINE APPLICATION BY CLICKING ON THE LINK BELOW**

<https://www.emcmhc.com/employment-opportunities/>

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

Eastern Montana Community Mental Health Center is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion color, sex, age, national origin, marital status, military status, or disability.

**12-2020**