



UTAH CENTER FOR EVIDENCE BASED T R E A T M E N T

164 S. 900 E. SLC, UT 84102
Phone 801.419.0139 Fax 385.227.809
www.ucebt.com

Administrative Assistant/Receptionist Job Posting

December 2018

Job Description: Utah Center for Evidence Based Treatment (UCEBT) is a fast-growing outpatient clinic that provides comprehensive psychotherapy for a range of individuals, including treatment psychologically complex clients. UCEBT believes in fostering a positive, supportive and inclusive work environment that values our employees' happiness and growth. This position begins at part time during the trial period and may grow to a full time administrative position as an Administrative Assistant equivalent to 40 hours per week. Qualified individuals would be friendly, motivated, able to multi-task, and work well independently as well as part of a team. We are looking to hire our perfect candidate by January 7th.

Responsibilities include:

- Client records management
- Receiving and sorting company mail
- Client Communications: Reception & Scheduling
- Answering incoming calls and answering questions
- Monitoring phone calls and emails
- Preemptively addressing system issues
- Supervision and Communication with Executive Team and Staff
- Preparing Patient Statements
- Assisting with processing client payments
- Running errands as needed
- Assisting office staff and clinicians with other duties, as assigned

Minimum Qualifications:

- Associates Degree
- Four-year Bachelor's Degree preferred
- Three years of applicable experience preferred
- Excellent verbal and written communication skills required
- Strong organizational skills and attention to detail required
- Ability to multitask and prioritize
- Assist department with business planning and goal setting

Physical Requirements:

The work requires walking through the center, occasionally lifting objects such as boxes or client charts.

Benefits:

Once Administrative Assistant successfully completes the trial period, the following benefits will become available:

- Monthly wellness benefit
- Costco membership
- Monthly phone reimbursement
- Paid time off
- Paid holidays
- Health insurance covered 100 % by UCEBT



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This position requires thorough knowledge of law, regulations, and ethics related to provision of mental health services. Candidate will be expected to acquire this knowledge immediately if hired:

- The operations manual of UCEBT, particularly issues of client relations and privacy.
- HIPAA- Health Insurance Portability and Accountability Act of 1996 (HIPAA)- Regulations & Standards Utah State Law regarding mental health, particularly related to consent to treatment and maintenance of health care information-Title 62A Utah Human Services Code: Chapter 15 Substance Abuse and Mental Health Act
- The American Psychological Association Ethics of Psychologists and Code of Conduct