



The New England Center
for Children®
Autism Education and Research

HEALTH SERVICES ADMINISTRATIVE ASSISTANT

Overall Responsibility:

Under the supervision of the Health Services Clinic Operations Manager, the Health Services Administrative Assistant provides coordination administrative support to the department. Complies with regulatory guidelines and NECC policies regarding privacy and confidentiality.

Specific Job Responsibilities:

- Participates in overall function of Health Services Department and assists in maintaining a safe environment for staff and students
- Performs other tasks related to Health Services office; which may include various testing
- Will maintain NECC CALM Certification
- Answers incoming calls from school staff as well as outside callers (families, medical providers)
- Schedules appointments with outside providers and secures documentation upon completion of the appointments
- Data input of student appointments (in house clinics and outside appointments) on Student Medical Appointment Calendar and invites appropriate teams
- Files medical information in electronic health record
- Utilizes student database, entering information with updates as appropriate
- Creates Medical Charts for new admissions; Faxes information regarding insurance, addresses and phone numbers to PCP and pharmacy
- Tracks archives residential student' medication administration sheets
- Monitors use of Mass Pike transponder, cost, thermometer, nursing van
- Maintains medical and office supplies; maintains appearance of the office and exam rooms
- Completes copy request for student records from outside agencies
- Quality checks office equipment, including thermometers, urocheck
- Coordination, facilitation and maintenance of clinic schedules (Audiology, Dental, Vision)
- Creates and forwards weekly schedule
- Supply management
- Track and submit purchase orders to the business office
- Assists nursing with delegated tasks
- Participates in weekly department meetings

Qualifications:

- Preferred 2-4 years administrative support/office management preferred

- Minimum high school degree, Bachelor's degree preferred
- Proficient in necessary computer skills (Word, Power Point, Excel, Outlook)
- Ability to work as part of an interdisciplinary team; strong communication skills needed
- Familiarity with student population preferred

To apply please email a current resume to jobs@necc.org