



Identity Health Clinic

Job Title:	Administrative Assistant /Clinical	Job Category:	Client Services/Admin Asst
Department/Group:	Front Desk	Job Code/ Req#:	N/A
Location:	Anchorage, AK	Travel Required:	Within municipality
Level/Salary Range:	Hourly at \$14-\$16/hr	Position Type:	.5 FTE (20 hrs/week) to start
HR Contact:	Dr. Tracey Wiese	Date Posted:	12/30/2020
Will Train Applicant(s):	Yes	Posting Expires:	1/15/2021

Applications Accepted By:

FAX OR EMAIL:

Send cover letter and background to health@identityinc.org or 907-334-1992 fax
 Subject Line: Admin Assistant Job Posting

Job Description

Identity, Inc. is a statewide 501(c)3 organization whose mission is to advance Alaska's lesbian, gay, bisexual, and transgender (LGBT) community through advocacy, education and connectivity. Our vision is for a world where all people are free to express and be proud of their gender identity and sexual orientation. Identity Health Clinic offers gender-affirming and queer-affirming healthcare to Alaskans.

SUMMARY

This position works at Identity Health Clinic to advance the healthcare of LGBTQ+ Alaskans, including performing regular administrative tasks, maintaining positive relationships with clients and supporting overall clinic needs.

ROLE AND RESPONSIBILITIES:

Daily Tasks (Many are shared tasks)

- Check/route faxes
- Check/route voicemail messages and Athena cases/messages
- Accept and process patient payments in clinic and over the phone
- Answer and return phone calls when possible
- Keep common areas clean: Dishes as needed, bathrooms as needed
- Keep coffee and office supplies stocked and organized
- File provided documents in appropriate files
- File office paperwork scan and assign documents into EHR
- Schedule appointments within Athena
- Work patient cases routed to you
- Check email and Athena Text
- Clock in/Out
- Check in visits as needed

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- Special Projects (only if there is time)

Weekly Tasks

- Delete computer document history to maintain HIPAA compliance
- Look ahead at next week's schedule for all providers and identify any scheduling concerns clinical needs

Monthly Tasks

- Participate in Front Desk, Individual Supervision and Staff meetings/trainings as scheduled
- Check office inventory and order any low items
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Active support of Identity's mission
- Experience in administrative or clinical environments for at least 12 months.
- Willingness to learn
- Compassion for others
- Willingness to work as part of a team
- Organized
- Ability to work independently
- Must be able to pass a background check
- Must be able to treat everyone with respect and dignity
- The qualified applicant will have at minimum a high school diploma or GED.
- Other relatable experience considered.

PREFERRED SKILLS

Billing/coding, Athena, Google Suite, EHR experience, multiline telephone, experience in social work and medical setting, basic office management skills (fax, scan, e-mail, etc.), experience working with community organizations and/or non-profit organizations, experience working with the LGBTQ+ community

ADDITIONAL NOTES

This job description does not list all of the job duties. Occasionally the Clinic Director may assign other reasonable duties. Identity reserves the right to revise this job description at any time.

Identity, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including people of all genders; people with disabilities; Black, Brown and Indigenous people; People of Color; lesbian, gay, bisexual and queer individuals; and people with lived experience of houselessness/poverty.

Updated December 2020