



The Collins Center is Hiring for the Position of Direct Services Specialist

This employee will be responsible for the overall management of the office, serving as the first point of contact for the department, with duties to include:

- Providing primary administrative support for the Executive Director
- Billing & tracking payments for therapy clients, including billing Medicaid
- Managing front desk and waiting room in an organized manner
- Greeting & scheduling clients
- Attending to phone calls and messages efficiently, timely and professionally
- Ordering office supplies, equipment and other requested items.
- Screening and supervise student interns and/or volunteers
- Providing crisis services when needed
- Required commitment to integrity of confidential information.**
- Accepting other duties as requested

Minimum Qualifications:

Applicants should possess strong written and oral communication skills; ability to independently prioritize multiple tasks efficiently, computer proficiency skills including familiarity with MS Office, Excel, & Word; knowledge of office procedures and practices, and high school/GED and/or some college background preferred.

Preferred Qualifications:

Applicants who are bi-lingual, have experience as secretary and/or administrative support and receptionist, have worked in a mental health or medical setting, and have experience working in high crisis situations will be prioritized.

This office provides a supportive work environment, generous vacation/holiday package, and a 4-day, average 32-35 hr. work week. Salary range for this position is \$23,000-\$25,000.

Interested applicants apply online at www.thecollinscenter.org . The Collins Center is an Equal Opportunity Employer. No phone calls, please.