



## **Administrative Assistant, Health Office**

Cutchins Programs for Children and Families is seeking a highly motivated, professional Administrative Assistant to provide administrative support to our Health Office. This person is responsible for coordinating Health Services for NCCF residents and assisting with nursing needs for students attending the New Directions School. The Administrative Assistant to the nursing department also assists with the daily operations of Health Services and maintaining good working relationship with youth, guardians, staff, and physician, dental and other specialty service professionals.

Responsibilities include:

- Schedule health-related appointments for clients and coordinate medical, dental, specialty and any additional follow up appointments in collaboration with management to coordinate with school, residential and vacation schedules.
- Print pre-populated HCP's and organizes documentation needed for appointments with nursing to provide to residential staff.
- Arrange and follow up with staff around transporting residents to and from appointments
- Publish regular "Student Appointment Calendar" and distribute to house staff, clinicians and managers.
- Help organize and publish nursing schedule calendar.
- Maintain paper medical records and files within the health services office.
- Complete breakfast counts and support lunch counts as needed.
- May be asked to cover reception in administration building for brief periods, as needed.
- Attend management meetings to collaborate, as needed.
- Track and order supplies for health office.
- Maintain emergency folders in the house and school.
- Maintain and disseminate the list of clients, allergies, doctors, therapists.
- Assist the nurse coordinator in tracking health-related trainings (e.g., CPR, First Aid, Epi Pen, Vital Signs, etc.).
- New admissions.
- Medication Administration Duties.
- Psychiatrist Support.
- Perform general clerical duties to include, but not limited to, copying, faxing, mailing and filing.
- Performs other duties as may be assigned.

**The successful candidate** will be outgoing, enthusiastic, creative, flexible, trustworthy, and reliable. Must possess strong organizational skills, be detailed oriented and have the ability to handle multiple concurrent assignments, have meticulous attention to detail & accuracy, be self-motivated and able to manage a high volume of tasks in a fast paced environment. Candidates should have a positive attitude with strong verbal & written communications skills, ability to establish clear professional boundaries, and personal values. Proficiency with Microsoft Suite is a must. Candidates must be able to obtain and maintain MAP certification and have an understanding and comply with HIPAA. All candidates must complete and pass background record screening process and have a clean driving record. Reliable transportation required. Associates degree required; 2-5 years' experience in a health care environment preferred. Bilingual candidates are encouraged to apply.

**Benefits:** Excellent benefits include health, dental, & vision insurance; retirement contributions; generous time off package.

**To Apply:** Please send cover letter, resume and three professional references [hrose@cutchins.org](mailto:hrose@cutchins.org) or mail to Cutchins Programs for Children & Families Inc., 78 Pomeroy Terrace, Northampton, MA 01060, Attn: Human Resources-AAHO. [www.cutchins.org](http://www.cutchins.org) AA/EOE.

Cutchins Programs for Children & Families has over 40 years of providing uncompromising care not easily found in today's health care environment. Our residential, outpatient, and special education services provide children and families struggling with the effects of trauma and mental illness in a sanctuary of safety and love.

Our mission is to help children and families transform significant emotional distress into increased resilience, hope and quality of life. Using clinical sophistication and expertise we incorporate humility, kindness, and passion to create a community of care. We seek to support the healing process with innovation and integrity, and to serve as a model for best and promising practices. Our clinicians, teachers, and staff hold a willingness to look deeply to learn and to play.