



Job description

About the Position

Positive Directions – the Center for Prevention and Counseling is seeking a dynamic Office Administrator and Clinic Coordinator to support a multifaceted nonprofit behavioral health organization. Primary responsibilities include ensuring smooth day-to-day operations of the organization and supporting a multi-disciplinary team of clinicians in a busy outpatient counseling practice. The Office Administrator and Clinic Coordinator works closely with the Clinical Director and collaborates with the leadership team.

Responsibilities

- Manage phone calls, staff schedules, and correspondence (e-mail, letters, website, social media, packages etc.)
- Coordinate clinic operations including new client intake process, organizing and maintaining records, and providing ongoing clinic support
- Speak with new client referrals to gather information and match with an appropriate counselor
- Create and update records and databases with clinic, personnel, and other data
- Support banking and bookkeeping procedures
- Track stocks of office supplies and place orders
- Billing and collaborating with Billing specialist
- Assist colleagues whenever needed

Skills

- Proven experience as an office administrator, office assistant or relevant role (i.e - experience at a medical or dental office)
- Highly organized with the ability to work on multiple projects at the same time
- Outstanding interpersonal abilities, written and verbal communication skills a must
- Sensitive to confidential client information
- Computer and Internet competency (MS software, Google Workspace, EHRs)
- Social media experience and/or website management not required, but a plus

Compensation

Compensation commensurate with experience

About the Agency

Positive Directions is a community-based, 501(c)(3) not-for-profit located in Westport, Connecticut providing a continuum of prevention, treatment and recovery supports to mid-Fairfield County.

The Agency principally serves the towns of Fairfield, Norwalk, Weston, Westport and Wilton and its mission is to provide leadership in the community with the aim of improving the lives and health of individuals and families through both comprehensive behavioral healthcare, including addictive behaviors, and prevention leadership.

Positive Directions was established in 1971 in Westport, CT as a volunteer effort by recovering alcoholics to support recovery and bring awareness and prevention into school and community programs. Since then, treatment, prevention and recovery programs have evolved to become more disciplined and outcome focused. Positive Directions today emphasizes evidence-supported clinical treatment services, community focused prevention programs, and innovative recovery supports. We are a 501(c)(3), state-licensed provider of behavioral health treatment and prevention programs and have received state prevention and awareness funding continuously for close to 25 years, in recognition of our expertise as a provider of evidence-supported, data-driven, locally focused prevention programs to the communities we serve.