

UNION SETTLEMENT

Position: Receptionist

Department: Mental Health Services

Reports to: Office Manager

Hours: Full-Time

Responsibilities:

- Meet and greet clients at the front desk.
- Generate daily logs and encounter forms.
- Distribute and log metro card disbursements.
- Update Accumed / My Evolv database regarding client visit status.
- Pull charts on behalf of doctors for scheduled client visits.
- Call clients for appointment reminders.
- Distribute logs and encounter forms to therapists.
- Translate (Spanish to English) for doctors conducting evaluations.
- Reconciliation of transportation forms for reimbursement.
- Type reports as requested.
- Additional duties as assigned by supervisor.

Qualifications:

- High school diploma; candidates with college credits preferred.
- Strong computer skills; knowledge of Accumed billing software a plus.
- Demonstrated experience in maintaining software data and protocols.
- Ability to work independently.
- Excellent interpersonal, organizational, and communication skills.
- Exemplary and dedicated work ethic.
- Bilingual (English/Spanish).

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to: Jobs@unionsettlement.org. Please indicate Receptionist in subject of e-mail.

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