

Western Montana Mental Health Center
699 Farmhouse Lane
Bozeman, MT 59715
Phone: (406) 556-6500
Fax: (406) 522-8361

Position: Administrative Assistant

Close Date: Open until filled

Hours: Monday-Thursday (10:15am-6:15pm), Friday (8:15am-4:15pm), Full-time

Western Montana Mental Health Center (WMMHC)-Gallatin (WMMHC) is the largest behavioral health provider in Montana and is a non-profit company whose mission and vision is to improve the quality of life for patients by taking a holistic, patient-centered and recovery-oriented approach to mental health services.

Job Summary: Under supervision of Operations Manager, the Administrative Assistant will perform extensive data entry, insurance verification/authorization for reimbursement sources, weekly deposits, medical records, accounts payable, and clerical administrative support that are required to keep an office running smoothly. This position will also perform general secretarial duties, various office functions and processes including but not limited to reception, answering phones, routine typing and scheduling.

Essential Job Responsibilities: Administrative Assistant will have attention to detail and ability to work independently and as part of team in fast paced environment. Administrative Assistant will have ability to relate effectively to staff, clients, family members and other professionals in the community. Participate as integral piece of team and implement mission, purpose and values of mental health center.

Education & Experience: Minimum HSD or GED. Above knowledge and abilities are typically acquired through a combination of education and/or experience. Acquired experience in a related field with one year's office experience in a community mental health center or similar setting preferred.

Administrative Assistant will have proficiency with English, spelling, and composition. Must have working knowledge of Microsoft Office and other computer software, skill in, photocopier, and fax machine preferred. Applicant must have ability to establish and maintain effective working relationships with co-workers, agencies and clients and follow written and verbal instructions.