

Office Assistant

The Office Assistant is a vital member of our clinical team. The Office Assistant operates as an assistant to the office manager and admin team. Providing clinic coverage, covering breaks, and creating client materials is included in this role. Bachelor's degree is preferred with no particular area of study. This position includes detailed data entry into our various systems including writing session notes and documenting relevant information. The position involves training as an RBT, adhering to the standards set by the BACB and moving into a behavior technician position as per company need. The office assistant role is critical to ensure the clinic and office operates smoothly. We pride ourselves in fostering a friendly, team-oriented culture that is focused on developing each member of our team!

Responsibilities

- Provide Clinic Coverage: Open/Close, Breaks
- Covering Sessions as Needed
- Assist Office Manager in finding coverage for cancellations
- Complete logs documenting parent contacts
- Participate with regular staff meeting
- Conduct regular data entry into operating systems (Rethink, Scheduling)
- Miscellaneous tasks assigned by administrative staff

Requirements

- Open availability
- Multiple Locations (Clinic, Community)
- Reliable transportation to work locations
- Ability to pass criminal background check
- Adhere to RBT Ethics Code and maintain HIPAA compliance
- Obtain RBT Certification by Deadline
- Willingness to work as a behavior technician as per company need
- Knowledge of Google Suite
- Ability to sit/stand at a desk for extended periods of time
- HS Diploma or GED Equivalent. Some college preferred
- 18 years or older
- Knowledge of Canva (preferred)

Pay range: \$17.00 - \$19.00