



ADMINISTRATIVE ASSISTANT

Posting Length: 05/16/19 –
until filled

This full-time position provides a wide range of clerical and administrative support for the satellite office in Ontonagon County.

This position is responsible to (1) coordinate scheduling of transportation to and from CCMH services for consumers; (2) assist with staff scheduling; (3) assist with representative payee accounts; (4) manage and reconcile petty cash accounts; (5) manage appointment schedule and prepare charts for psychiatrists; (6) assist staff with minor IT issues; (7) pass client mediations when necessary; and (8) maintain consumer records & electronic medical records (EMR), scan documents, perform routine office filing, type reports and provide phone coverage for the satellite offices.

High school diploma or GED and a minimum of six months office experience required.

Knowledge of Microsoft Word, typing proficiency, and ability to multi-task required. Experience with electronic medical records preferred.

Send resume to:
Human Resources Department
Copper Country Mental Health
901 W. Memorial Drive
Houghton, MI 49931

EOE.