

**ASSISTANT ADMINISTRATIVE DIRECTOR**  
Phoenix, AZ

We are Mental Health Center of America, a multi-disciplinary practice helping patients navigate their mental health by using the most advanced therapies available. We are looking for an administrator to join our team and help run the day-to-day operations of our clinic. The ideal candidate will have a strong passion for helping patients and shaping the future of mental health.

**Responsibilities**

- Successfully coordinate and manage...
  - Inquiries (calls, emails, in-person)
  - Patient scheduling, check in and check out process'
  - Coordinating medical records request, patient forms, intake process', treatment plan/reviews
  - Billing procedures
- Working closely with a team of mental health providers
  - Coordinating provider/patient communication
- Facilities
  - Providing a clean, organized, and stocked office for the team & our visitors
- Work efficiently within our EHR (Electronic Health Records) system

**What We are Looking For**

- Clear passion for helping patients navigate their mental health
- Ability to work well with others
- Love to learn and innovate
- Support MHCA's patient satisfaction goals as well as MHCA specific targets
- Excellent communication and writing skills and a desire to provide direct services to patients

**Helps to Have**

- Management experience
- Healthcare administrative experience (EHR, scheduling, Microsoft)

**Compensation and Benefits**

- \$60-70k Depending upon experience
  - Health/Dental/Vision coverage
  - Supportive wellness policy (sick days) / 15 paid vacation days per year
  - Monday – Friday
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