

Job Description

Virtual Administrative Assistant
Soturi Counseling and Consulting, PLLC

JOB TITLE: Virtual Administrative Assistant

SUPERVISOR: Rechelle Brown, LCSW

Soturi Counseling and Consulting, PLLC provides mental health therapy, grant writing, and mentoring services.

GENERAL JOB DESCRIPTION

This position during COVID-19 will be virtual. Post COVID-19, this position will transition to an in-office position. This is a contract position that will eventually become a full-time position.

MAJOR DUTIES AND RESPONSIBILITIES

- Insurance Verification
- Assigning Therapist to Clients
- Following up on Rejected Claims
- Billing
- Filing
- Credentialing Therapist
- Coordinating Meetings (Virtual and in Person)
- Following up with Stakeholders, Regulatory Boards, Vendors, and Funders

MINOR DUTIES AND RESPONSIBILITIES

- Other duties as assigned

QUALIFICATIONS FOR THE JOB

Education:

- College educated

Experience:

- Microsoft Office (Word, Excel, and Access)
- Ability to Speak Proficient English
- Ability to Read and Write

KEY COMPETENCIES

- Analytical Skills
- Computer Skills- Billing

Job Type: Contract

Pay: \$15.00 - \$20.00 per hour

COVID-19 considerations:

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Contact information:

www.rechellebrowntherapist.com

or 214.251.4170

