

Hamm Clinic

Job title: Part-time Front Office Specialist

Job Summary:

Hamm Memorial Psychiatric Clinic has an opening for a **Part-Time Front Office Specialist** at our office located in downtown St. Paul. Responsibilities include: greeting clients, scheduling appointments, answering phones, and collecting/registering client information. This position also includes various administrative duties as required: release of information, clerical support and processing client payments. This is a 17 hours per week position and includes afternoon and early evening hours.

Hamm Clinic:

Hamm Memorial Psychiatric Clinic is a Rule 29 outpatient, mental health clinic that provides services to adults, couples and families in the greater Twin Cities area. We are a private, non-profit clinic founded in 1954 by the Hamm Foundation. The Clinic continues to receive significant funding from the Hamm Foundation Fund of The Saint Paul Foundation.

Hamm Clinic provides comprehensive mental health services on an ability to pay basis, accepting client fees determined by insurance, private pay, medical assistance or sliding-fee reimbursement. Services are provided within a well-integrated multi-disciplinary treatment model: weekly treatment team meetings, and the ongoing collaboration between therapy, therapeutic modalities, psychiatry, and psychological assessment are central to the quality of care that we provide.

Qualifications and Skills:

- Experience working in a front office setting including answering phones
- Proficient with Microsoft Office and experience with Electronic Health Records (EHR)
- Strong customer service and communication skills
- Complete understanding and adherence to HIPPA guidelines
- Comfortable in a multi-tasking position, calm under pressure
- Experience taking payments and reconciling cash
- Comfortable with operating office equipment: postage, fax, scanner
- High School Diploma required; Associate's or Bachelor's Degree preferred
- **Bilingual: Spanish speaking preferred**

Applying for the Position: Thank you for your interest in a position with Hamm Memorial Psychiatric Clinic. **Qualified candidates please submit a cover letter and resume to jobapplication@hammclinic.org** and please include desired wages along with your resume and cover letter.