

# Virtual Administrative Assistant

## Job Description

**Position Title:** Virtual Administrative Coordinator

**Status:** Part-Time (10hrs – 15hrs per week)

**Department:** Administrative Team

**Location:** Remote or Hybrid

**Job Type:** Independent Contractor

**Rate:** \$20/per hour

---

Here at ***Elite Mental Wellness***, we are looking for individuals that are passionate about their work and interested in growing with our new company.

***Elite Mental Wellness*** is a Mental Health group practice that aims to provide a space for athletes to invest in their Mental Wellness along with developing the skills to become a better version of self. As a company we prioritize the athlete's mental wellness needs outside of their sport. The services we provide are Individual / Group Counseling, Mental Conditioning Workshops, and Public Speaking Engagements. Our team strives to provide the best care with our therapeutic services which is focused on Educating, Supporting, and Motivating all clients.

Here at ***Elite Mental Wellness***, we are seeking a motivated and outgoing Administrative Assistant to contract with our team. In this role, you will provide support to our office employees, ensuring they have all the information and resources they need to perform their duties. The ideal candidate is highly organized with excellent written and verbal communication skills and a friendly demeanor.

As a contracted ***Elite Mental Wellness*** Administrative Assistant, you are a vital member of the System of Care. The Administrative Assistant work along with the Facility Executive Director and/or the Administrator on duty. He/she is responsible for following their assigned daily routines and directives to maintain organizational goals and compliance. This individual will collaboratively with staff at all levels to meet programmatic goals and objectives outlined in their contract.

Our vision is to become the top Mental health practice for ALL athletes on every level such as Grade School, High School, College, Semi Pro, Professional.

We believe with the right individuals ***Elite Mental Wellness*** will be able to bring this vision to reality and make an impact on sports world to help those athletes struggling in silence.

**Job Offers Contractor:**

- Competitive pay / Biweekly pay periods
- Bonus opportunities
- Option to work from home
- Access to company Email, EHR access
- Biweekly Staff Meetings and support

### **Administrative Assistant Potential Duties:**

*(All duties are optional and contracted work).*

- Works cooperatively and collaboratively with staff at all levels to meet programmatic goals and objectives.
- Primary administrative support to the practice Manager. Assist manager with daily task and duties.
- Complete administrative projects, systems, procedures, and policies along with creating practice materials.
- Responsible for following assigned daily routines and directives to maintain organizational goals and compliance.
- Responsible for daily communication with staff, corporate executives and client families.
- Expected to assist with Marketing and Social Media Task.
- Lead outreach initiatives with schools, athletic programs, community organizations, and healthcare professionals to build partnerships and promote the practice's services, including workshops and educational presentations.
- Conduct new client intakes (training required).
- Address other employee administrative queries.
- Communicate new updates to clients and families / Respond to emails and phone calls.
- Audit all company medical records for each patient.
- Complete Onboarding task for new staff.
- Scheduling meetings and sessions.
- Prepare company spreadsheets and keep online records
- Organize manager calendar
- Expected to assist with medical billing (If needed).
- Collecting payments from patients.
- Provide customer service as first point of contact

### **Education/Experience/ Requirements:**

- Bachelor or higher Degree, plus relevant work experience.
- Good customer service ability.
- Solid organizational skills
- Well-developed problem-solving and critical thinking skills.
- Strong professional work ethic.
- Ability to work on a moderately independent basis, as well as an effective team member.
- Creativity skills and experience using Canva software.
- Computer software skills are required.
- Complete a Background and Fingerprint check before start date.
- Provide ***Elite Mental Wellness*** with copies of current:
  - 1). Certifications
  - 2). Degrees
  - 3). up to date resume and cover letter.

**Essential Skills Needed:**

The following describe the preferred skills, knowledge, and abilities needed to successfully perform the duties of the position:

- Possess excellent interpersonal skills; able to get along well with a diverse group of people; clients and co-workers.
- An adherence to following HIPAA laws and confidentiality standards pertaining to patient information.
- Make decisions independently based on what is best for the company.
- Must be able to operate computer software, such as electronic health record, ZOOM, and Google Workspace, and social media.
- Speak, write, read and understand the English language well enough to perform the essential duties of the job.
- Possess the dexterity to use the required tools to accomplish the tasks of the position.

***Disclaimer***

*The above job description is meant to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties and skills required for the position. Contractors will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. All job requirements are subject to possible modification to reasonably accommodate client or company concerns. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the Contractors must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.*

---

**Contractor**

---

**Date**

---

**CEO of Elite Mental Wellness**

---

**Date**