



## Wellness Partners Hawaii, Inc. Job Posting - Office Assistant

*Wellness Partners Hawaii, Inc. is an established organization in the psychiatric mental health field.*

**Company** It is Wellness Partners Hawaii's mission to provide accessible and quality mental health care to the communities in the state of Hawaii. Our vision is to continuously expand our connection, ability and services to provide care across all levels of population. At Wellness Partners Hawaii we value: our **People**, our **Community** and our **Wellness**.

Employees at Wellness Partners Hawaii can expect to gain benefits including the flexibility of working from home and medical, drug/vision and dental coverage. Wellness Partners Hawaii is committed to provide the great care we take with clients and employees alike.

**Position** Pay range: \$16-\$18/hr, Full-time

**Requirements** High school diploma, college degree preferred. 3 years of experience in customer service and 3 years of experience in office administration

**Competencies**

- Proficient at navigating around technology
- Builds and delivers exceptional customer service
- Communicates effectively
- Friendly and easily relates with people
- Action oriented
- Able to make quality and timely decisions
- Quick learner
- Problem solver
- Cultivates innovation

**Responsibilities**

- Answering phone calls, responding to email and text inquiries
- Appointment scheduling
- Ensure smooth client registration process
- Maintaining electronic document files
- Verifying patient insurance eligibility
- Coordinating appointment / referrals between providers and meetings
- Managing incoming/out-going fax
- Assist with provider credentialing
- Network with other medical providers
- Other duties as assigned

**Benefits:**

- Medical, drug/vision and dental
- Voluntary benefits: Supplemental, short-term disability and life insurance, medical, dependent care & transit flexible spending accounts
- Industry standard pay with annual pay raise
- Paid time off (PTO)
- Vacation

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