



ABOUT AMRI Counseling Services: AMRI Counseling Services

(AMRI) is a State Licensed and Certified Mental Health/ Substance Abuse Clinic providing quality mental health and substance abuse counseling/ treatment for children, adolescents, adults, couples, and families of Milwaukee WI, Kenosha, WI, and all surrounding areas since 2006. AMRI Counseling Services provides a combination of clinically; evidence-based counseling services, a comprehensive connection, as well as a realistic and personalized positive strategy for change. AMRI is fully committed to providing their clients and families with quality care. AMRI provides a nurturing, safe and therapeutic atmosphere to explore, clarify, and focus on issues of importance specifically to the client. In keeping with the core basic needs philosophy of AMRI, the clinicians assist patients and families with mental health, substance abuse, medication management, family support services and community resources. The culturally diverse and multidisciplinary trained staff at AMRI is dedicated to treating all clients with respect and professionalism. Our treatment team includes passionate staff and treatment/prevention providers, mental health professionals, substance abuse providers, medical doctor, clinical supervisors, visitation specialists, family support specialists, and more. AMRI Counseling Services is also a Certified Women's Business Enterprise (WBE), Minority Business Enterprise (MBE), Disadvantage Business Enterprise (DBE), and Small Disadvantaged Business (SDB).

POSITION: Clinic Assistant

JOB TYPE: Full-time and Part-time **HOURLY WAGE:** \$12.00

RESPONSIBILITIES, DUTIES & ESSENTIAL FUNCTIONS:

Answering and directing calls. • Greeting and checking in clients. • Scheduling client appointments. • Obtaining insurance cards and identification from patients. • Responsible for processing client payments. • Confirming patient appointments as assigned. • Ensures voicemails are checked and returned daily. • Keeps the clinic areas clean and restocks, as necessary. • Responsible for obtaining patient demographics. • Maintains all documents per HIPPA. • Obtaining proper authorizations. • Preparing and sending medical records. • Daily accounts receivable (cash, checks, credit card) balancing. • Responsible for attending meetings and training. • Assists team in resolution of day-to-day operational challenges and seeks feedback from the team on operations for the site for efficiency at the site(s). • Works collaboratively with outside vendors as well as internal staff to order office supplies for the site. Provides allocation for invoices of expenses incurred by the site(s). • Oversees maintenance of clinic site(s) and equipment providing recommendations for maintenance over time. improve their abilities. • Establishes monitoring and auditing practices to assure accuracy of data collection. • Attends required meetings and participates in committees as requested. • Documentation recorded accurately and in a timely, organized, timely manner. • Performs other duties as needed.

*Follow all city, DHS state guidelines, county, and federal guidelines. Follow all policies and procedures. Complete all staff onboarding procedures such as orientation, training and paperwork Commit to best practice standards of mental health, community care and recovery principles.

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