
NOW HIRING



Clinical Administrative Assistant

Are you looking for a flexible,, remote, part-time position that uses your strengths as an organized communicator?

This position is remote but if you're local, I'd like occasional visits (1-2x a month) to the office on N. Main Street in Providence. Total commitment would be approx 5-10 hours a week with room to grow. Half the hours worked each week would need to be during regular business hours (9-5pm) since phone calls need to be made. All other administrative tasks can be done at a time that works for you. A full orientation will be provided so if you do not have expertise in the following areas but are committed and eager to learn please still consider applying.

- Follow up on submitted insurance claims
- Verify insurance benefits and obtain prior authorizations
- Create social media posts
- Create marketing materials
- Facilitate collection of testimonials
- Answer calls and schedule clients
- Collect intake information

Insurance, billing, medical coding, and marketing experience a huge plus. \$15-20/hr commensurate with experience.

About the private practice:

True Self Speech Therapy is an inclusive and supportive space. I treat clients from teens to elderly adults who are diverse in their socioeconomic status, gender identity, race and interests. It is paramount that I hire someone who will feel supported and will be supportive of all my clients. My ideal hire would have a good work ethic, take initiative and be very organized.

You will be joining me in growing a successful therapy practice and I can't wait to have the right person on my team.

Submit your resume with HIRING in the subject line to:
info@trueselfspeech.com