



Administrative Assistant Intern

- Assist with creating a condensed community resources binder for therapy, prp, IOP, resources
- Assist with recruitment and training efforts by helping with developing powerpoints for each job/internship position for both Kirstin Care and Kirstin's Haven, Inc.
- Assist with managing our mock interview sign-up sheet
- Assist with coordinating and scheduling appointments for all providers
- Assist with planning and implementing community outreach events
- Assist with copying/printing/faxing information for clients and staff
- Fill out client demographics, contact, insurance, authorization, assignments, dx, and documents
- Assist with auditing client's files and ICANotes calendar (weekly) to ensure all intake paperwork and documents are in order and make sure it is uploaded into ICANotes
- Assist with administrative duties as needed, such as filing and scanning paperwork, organizing patient charts, laminating papers, researching new ideas, etc.
- Assist with making new files
- Assist with organizing the supply closet/keeping track of supplies needed
- Assist with developing and recording outcome measures for clients in each program
- Help plan, coordinate, and assist in locating health fairs, school fairs, and other mental health events
- Assist with any other program as needed (substance abuse, intensive outpatient program (IOP), outpatient program (OP), health home, supported employment, etc.)



***This position is currently available as a remote internship due to COVID-19.**