



HEALTH SERVICES ADMINISTRATIVE ASSISTANT

Department: Health Services

Reports to: Health Services Clinic Operations Manager

NECC provides a full range of educational, residential and treatment programs designed to help children reach their full potential. The goal of maximizing independence serves as the foundation of all Center programs. Each program has been developed to address varying skills and multiple levels of functioning.

The Center serves students between the ages of 3 and 22 diagnosed with autism, learning disabilities, language delays, behavior disorders, and related disabilities. The Center's programs and services are designed to accommodate a broad range of functional levels and varying degrees of disability.

Overall Responsibility:

Under the supervision of the Health Services Clinic Operations Manager, the Health Services Administrative Assistant provides coordination, facilitation and maintenance of clinic schedules (Audiology, Dental, EKG, Vision), medical supply and phone management for the nursing department. Complies with HIPAA and FERPA regulatory guidelines and NECC departmental policies regarding the privacy and confidentiality of patient and personnel information.

Specific Job Responsibilities:

- Participate in functioning of Health Services Department and assists in maintaining a safe environment for staff and students
- Perform EKGs for all residential students based on each student's medication monitoring schedule
- Answers incoming calls from school staff as well as outside callers (families, medical providers)
- Schedules appointments with outside providers and obtain parental consent/documentation for appointments (Audiology and dental appointments)
- Inputs student appointments (in house clinics and outside appointments) on Student Medical Appointment Calendar and invites appropriate teams
- Files medical information in electronic health record
- Utilizes student database, entering information with updates as appropriate
- Keeps track/archives residential students' medication administration sheets
- Monitors use of Mass Pike transponder, cots, thermometer, nursing van
- Maintains/track medical supplies; maintains appearance of exam rooms
- Completes copy request for student records from outside agencies
- Quality checks for office equipment, including thermometers, urocheck
- Coordination, facilitation and maintenance of clinic schedules (Audiology, Dental, Vision)
- Creates and forwards weekly schedule
- Supply management
- Track and submit purchase orders to the business office
- Assists nursing with delegated tasks
- Participates in weekly department meetings

Qualifications:

2-4 years administrative support/office management preferred

Minimum high school degree, Bachelor's degree preferred

Proficient in necessary computer skills (Word, Power Point, Excel, Outlook)

Ability to work as part of an interdisciplinary team

Familiar with student population preferred

[Apply at jobs@necc.org.](mailto:jobs@necc.org)