



JOB DESCRIPTION | Office Assistant

REPORTS TO | Director of Operations

WRITE-UP | Often representing LiveWell as our client's first impression, the Office Assistant is a key member of the LiveWell team. The primary role of the Office Assistant is to provide office support to our team and serve our clients by answering phones, responding to e-mails, fulfilling clerical tasks, and communicating administrative details to our staff and clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directly correspond with clients via phone, email, and in-person
- Provide in-person client care when checking in for a session or appointment
- Notify staff when client or patient arrives
- Notify staff when a client or patient has a question or message for the provider
- Email staff members regarding specific client inquiries for those with soft holds or managing their own calendar
- Manage the stock of office supplies (stationary, kitchen, bathroom, etc) and notify HR Director when supplies are running low
- Re-direct IOP inquiries and questions to Clinical Director or Clinical Programming Case Manager
- Assist staff with administrative tasks when not interacting with clients on the phone or in person

WORK ENVIRONMENT

- This is an in-person job with primary work at one of our physical office locations
- Primary hours of work occur during standard office hours. However, must be able to work flexible hours to support staff activities and events as needed

ABOUT LIVEWELL BEHAVIORAL HEALTH

LiveWell Behavioral Health is based in Brevard County, Florida, and has been serving our community for almost two decades. Starting as Florida Counseling Centers in 2004 and then re-launched as LiveWell Behavioral Health in 2021, our team has faithfully served the families of Florida's Space Coast and beyond.

LiveWell has a large team of licensed mental health professionals including clinical psychologists, psychiatrists, psychiatric nurse practitioners, mental health counselors, marriage and family therapists, and certified wellness coaches. The LiveWell treatment team is highly trained and educated with decades of mental health experience and tens of thousands of combined clinical hours.

LiveWell offers outpatient therapy for children, teens, adults, couples, and families as well as intensive outpatient programming (IOP) for adolescents and adults. Our team provides a unique blend of traditional and innovative therapeutic modalities and offers additional services such as organizational health plans, company EAP's, psychometric testing, clinical diagnosis, and medication management.

At LiveWell Behavioral Health, we are passionate about helping people get healthy, stay healthy, and live well! We believe that healthier individuals lead to happier families and hope-filled communities. When individuals, families, and communities are living well, we increase wellness in our world and make a lasting impact for generations to come.