



CCSN: THE CENTER FOR CHILDREN WITH SPECIAL NEEDS

2300 Main Street Glastonbury, CT 06033 • 860.430.1762 office • 860.430.1767 fax

www.ccsnct.org

The Center for Children with Special Needs (CCSN) is looking to hire a qualified **Administrative Assistant** to support our mental health practice. Full-Time (40 hours) with flexibility for required evening hours.

Responsibilities:

- Support clinical staff in tasks associated with patient services including data management, scheduling and coordination of services
- Greet clients and families upon arrival
- Answer and direct incoming calls in a professional and courteous manner
- Maintain sensitive patient materials in compliance with legal standards (including HIPAA compliance)
- Assist Practice Manager to support administrative requirements

Requirements:

- Minimum of three (3) years of experience in an administrative capacity, preferably in a medical or mental health setting
- Strong communication, customer service, and problem-solving skills both over the phone and in person
- Detail oriented with superior organizational skills
- Previous experience in a setting which requires client confidentiality preferred
- Ability to support dynamic work environment
- Ability to work independently and as part of a team
- Proficiency in all applications of Microsoft Office Suite (Word, Excel, Outlook)
- Proficiency with medical billing and insurance information gathering and verification preferred but not required
- High School degree required; Associates/Bachelor's Degree preferred

Benefits

- Generous benefits package including competitive salary, health insurance, life insurance, disability insurance, paid time off, and retirement contributions

Interested candidates should email their resume with list of three reference to: info@ccsnct.org

About CCSN

The Center for Children with Special Needs is the largest private outpatient assessment and treatment facility specifically for Autism and related neurodevelopmental disorders in Connecticut.

Originating at Newington Children's Hospital in 1990 and formally established in 1994, The Center for Children with Special Needs is an interdisciplinary center specializing in the diagnosis, evaluation, and treatment of children, adolescents, and adults with complex developmental disabilities, in particular those with Autism, Asperger Syndrome, and related Pervasive Neurodevelopmental Disorders.

The Center for Children with Special Needs (CCSN) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CCSN complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.