



833 N LAST CHANCE GULCH
HELENA, MT 59601
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www.helenavalleyaddictionservices.com

JOB OPENING – RECEPTIONIST/ADMINISTRATIVE ASSISTANT

What is this career opportunity?

Helena Valley Addiction Services is seeking a bright, motivated, and positive individual who has good organizational and communication skills to join our team as a receptionist/administrative assistant.

What are we looking for?

Minimum Education and Experience:

- One year of healthcare experience preferred, but not required.
- MUST be able to pass a drug and alcohol test.

Duties and Competencies:

Job duties include greeting clients, answering phones, scheduling and confirming appointments, filing, charting, entering client information into the EMR and verifying insurance. This position will assist with other administrative duties as necessary.

Does this sound like you?

Please tell us how and why by submitting your resume and three professional references to cwitham@hvacounseling.com

Salary: starting at \$13.00 per hour

Number of openings: 1

Schedule: Full-time or Part-time

Shift: Day

Flexible hours? Yes, can work around class hours.

CLOSING DATE – until filled.