



Company Profile: Montverde Academy is a coeducational independent school that serves grades Pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

Job Title:

Infirmiry Administrative Assistant

Contact:

jobs@montverde.org

Job Description: Provide a full range of administrative and clerical support to the Academy Nurses. The Administrative Assistant for the nurses assumes duties and responsibilities as directed and supervised by the Associate Dean of the Upper School, who oversees the Wellness Committee. These responsibilities include, but are not necessarily limited to, the following areas listed below.

Responsibilities:

- Provides administrative support to ensure efficient operation of health office.
- Answers phone calls, schedules medical appointments and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning, emailing, uploading, documenting/charting etc.
- Exhibits polite and professional communication via phone and e-mail with students, parents and staff.
- Supports team by performing tasks related to organization and infirmiry needs.
- Health office supply management
- Processes medical bills and health services receipts.
- Follows up on medical insurance claims, resubmit as needed and submits incident details.
- Gathers insurance information for students.
- Assists with vital signs as needed.
- Assists with laundering of linens and turnover of beds and cleaning/sanitizing as needed
- Gathers, reviews and documents student health records.
- Assists with medical testing.
- Assists with medical appointment transportation as needed.
- Assists with medication administration when applicable.

Skills and Qualifications:

- Bachelor's degree
- Microsoft Office experience
- Organization; analyzing information; problem solving
- Professionalism; Ability to be discreet and maintain the security of patient information
- Basic math, bookkeeping and accounting skills
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent written and verbal communication skills
- Valid State Driver's license

Physical requirements:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy's facilities.