



Rochester Center for Sexual Wellness – Job Posting

Office Administrator

We are looking for an organized and independent Office Administrator to assist in management of a multidisciplinary medical and behavioral health practice.

Duties include providing support to our clinicians, assisting in daily office needs and managing our practice's general administrative activities. The ideal candidate should have excellent oral and written communication skills, superior organizational abilities, be open-minded, and have a commitment to the privacy and safety of clients, as well as the ability to be welcoming to a broad client base with a wide variety of sensitive clinical issues. Interest in the field of sexual medicine, sex therapy or counseling is a significant plus.

Responsibilities

- Manage phone calls and website requests, assist with scheduling of clients
- Manage mail, faxes, clinic intake forms, including uploading information to the electronic medical record.
- Develop and maintain filing systems
- Maintain contact lists
- Provide general support to clients
- Management of both self-pay and insurance billing with the use of practice management software, creation of invoices
- Assistance with office accounting, develop reporting systems
- Maintenance of electronic files
- Organize and schedule appointments for clinician/practice outreach
- General administrative assistance to the directors.

Responsibilities which may be included based on skills and interests of applicant:

- Triage patients to appropriate providers in consultation with the medical and behavioral health directors.
- Assistance with medical exams and procedures.
- Develop and distribute simple marketing materials, updating website (WordPress)
- Social media and website maintenance including editing blog posts (FB, IG, LinkedIn and Twitter)

Requirements

- Proven experience as an administrative assistant, **virtual assistant** or office admin assistant (experience in medical practice management a significant plus)
- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Word, MS Excel, and MS PowerPoint, in particular)



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- Excellent time management skills and the ability to prioritize work and be self-directed
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Willingness to abide by the AASECT Vision of Sexual Health

AASECT Vision of Sexual Health (abbreviated—see full version here: <https://www.aasect.org/vision-sexual-health>)

AASECT affirms the fundamental value of sexuality as an inherent, essential, and beneficial dimension of being human. AASECT believes that healthy sexual activity is always ethically conducted, freely chosen, individually governed, and free from undue risk of physical or psychological harm. AASECT believes that all individuals should be supported in seeking and finding opportunities to pursue a healthy and happy sexual life of their own choosing. AASECT believes that all individuals are entitled to enjoy:

- Freedom of their sexual thoughts, feelings and fantasies.
- Freedom to engage in healthy modes of sexual activity, including both self-pleasuring and consensually shared-pleasuring.
- Freedom to exercise behavioral, emotional, economic, and social responsibility for their bodily functioning, their sexual liaisons, and their chosen mode of loving, working, and playing.
- AASECT believes that these rights pertain to all peoples whatever their age, family structure, backgrounds, beliefs, and circumstances, including those who are disadvantaged, specially challenged, ill or impaired.

Sexual Variability and Rights: AASECT recognizes the many varieties of sexuality including, but not limited to, the full range of sexual orientations, gender, transgender, and intersex positions, as well as erotic preferences and lifestyles. AASECT opposes the application of labels such as "normal" and "abnormal" to these variations in the healthy sexual expression of adults, and AASECT believes that all sexual and cultural minorities should enjoy sexual freedom, equal civil rights, and parity of social opportunities and privileges.

(Additional statements of values and vision: Sexual Health of Minors, Sexual Rights of Individuals with Special Challenges and Needs, Reproductive Rights, Access to Erotic Materials, Comprehensive Sexuality Education, Sexuality Healing and the Rights of Patients and Clients)

AASECT recognizes the prevalence of sexual practices that are unhealthy, and unhappy, and acknowledges that many people struggle with sexual distress, disorder, and dysfunction. AASECT believes that there is an urgent need for sexual healing practices that is, for biopsychosocial or holistic care, for therapeutic intervention, and for personal growth opportunities to be made available to all people, who are compromised in their pursuit of sexual health and happiness. AASECT further believes that opportunities for sexual healing should be accessible to every individual interested in furthering their capacity for erotic pleasure as well as for gratifying emotional relationships, and that such services should be provided in a manner that secures the client's or patient's privacy, confidentiality, and self-respect.