

At JSL Wellness, we are dedicated to helping people grow through life's challenges with a holistic approach to trauma and mental health wellness. We are looking for a part-time Clinical Administrator who is not only highly organized but also compassionate and committed to supporting both our clients and our team.

**Ask yourself:**

- 'Are you highly organized and detail-oriented, with the ability to manage multiple tasks, prioritize efficiently, and maintain accuracy in scheduling, billing, and compliance documentation?'
- 'Do you thrive in a collaborative environment, taking ownership of your responsibilities while maintaining clear and compassionate communication with clients, clinicians, and team members?'
- 'Are you a proactive problem solver who enjoys identifying challenges, creating solutions, and continuously improving processes to enhance patient care and operational efficiency?'
- 'Do you have a growth mindset'open to learning new tools, refining systems, and evolving with the needs of a dynamic mental health practice?'

If this sounds like you, consider applying for our Clinical Administrator role!

**Key Responsibilities:**

- 'Patient Scheduling & Relations ' Manage appointment scheduling, patient communication, and ensure a seamless experience from intake to follow-up.'
- 'Billing & Financial Management ' Oversee patient billing, payment collection, and financial reporting. We are an out-of-net network provider, with no insurance billing.'
- 'Medical Records & Data Management ' Maintain accurate patient records, handle documentation securely, and ensure compliance with privacy and regulatory requirements.'
- 'Compliance & Regulatory Requirements ' Ensure all practice operations adhere to legal, ethical, and professional standards, keeping policies up to date.'

Experience in Excel, Word, Outlook, and QuickBooks Online required. Knowledge of Simple Practice software is a plus. This is a part-time hybrid position.

Join a team that values kindness, empathy, growth, and a commitment to mastery'where your work will make a real impact in people's lives.

We'd love to hear from you! Apply today.