



**JOB OPENING:** Administrative Assistant

**JOB TYPE:** part-time, hourly (W2) employee

**JOB REQUIREMENT:** Basic computer skills, strong administrative and organizational skills, strong communication skills, and strong customer service skills.

**JOB RESPONSIBILITIES:** The primary role and responsibility of this position is to provide office support to our team and serve our clients by answering phones, responding to e-mails, fulfilling clerical tasks, and communicating administrative details to our staff and clients.

**JOB WRITE-UP:**

LiveWell Behavioral Health is hiring!!! We are looking for an enthusiastic and empathetic administrative assistant to serve as part of our AMAZING team of mental health professionals to support our clinical therapists in LiveWell's Outpatient Services and Intensive Outpatient Programs at our offices in Viera and Melbourne. This is truly a unique opportunity to work in a private practice setting with a healthy environment and team-based approach to provide meaningful care to children, adolescents, and adults who are living with depression, anxiety, stress, trauma, and addiction

**ABOUT LIVEWELL BEHAVIORAL HEALTH:**

LiveWell Behavioral Health is based in Brevard County, Florida, and has been serving our community for almost two decades. Started by Dr. Mike Ronsisvalle as Florida Counseling Centers in 2004 and then renamed as LiveWell Behavioral Health in 2021, our team has faithfully served the families of Florida's Space Coast and beyond.

LiveWell has a large team of licensed mental health professionals including clinical psychologists, psychiatrists, mental health counselors, marriage and family therapists, certified wellness coaches, and advanced practice registered nurses. The LiveWell treatment team is highly trained and educated with decades of mental health experience and tens of thousands of combined clinical hours.

The LiveWell team offers outpatient therapy for children, teens, adults, couples, and families as well as intensive outpatient programming (IOP) for adolescents and adults. Our team provides a unique blend of traditional and innovative therapeutic modalities and offers additional services such as organizational health plans, company EAP's, psychometric testing, clinical diagnosis, and medication management.

At LiveWell Behavioral Health, we are passionate about helping people get healthy, stay healthy, and live well! We believe that healthier individuals lead to happier families and hope-filled communities. When individuals, families, and communities are living well, we increase wellness in our world and make a lasting impact for generations to come.