# HIRING AN ADMINISTRATOR

## Professional Practice Toolkit

## Document Objective

This document offers basic information regarding the considerations and necessary steps to take into account when hiring an administrator.

## Background & Ethical Considerations

Hiring an administrator may seem like a costly expense. However, doing so may allow a clinician to increase caseloads, be more efficient, and add to quality of life.

## What you need to know

- o Consultation
    - ▪ Before hiring an administrator, consult with an attorney and your accountant. Both carry a wealth of information about the business and tax costs/benefits of hiring.
- o Considerations
    - ▪ Determine what you need to be completed by an administrator.
        - ● Consider tasks, onboarding, number of hours desired, etc.
        - ● An easy way to determine the cost/benefit of a hire would be to calculate the amount of time you spend in completing these tasks on your own. Then determine what you would be able to accomplish if that time was freed. Weigh these potential benefits, including the financial savings and this helps you determine the pay scale.
    - ▪ You will need to decide if your administrator will be an employee of your company, or a contractor. This is a complex decision point. Contact your attorney and/or accountant to discuss the options as you decide.
    - ▪ Determine whether your new hire can work remotely or whether you require them to be in the office.
- o Steps
    - ▪ Create a contract which specifies the scope of work
        - ● Consult with your attorney to make sure there is language regarding HIPPA and confidentiality/privacy
        - ● Will the administrator be present in the office, work remotely, or both? Make sure these details are documented in the contract.
    - ▪ Depending on the type of position (employee vs. independent contractor) your new hire will hold, include language related to pay rate, benefits, and pertinent laws.
- o Advertise and hire!
    - ▪ Consider sources such as monster.com, careerbuilder.com, LinkedIn, your professional social media page to advertise

- Helpful websites include:
  - www.Monster.com
  - www.careerbuilder.com
  - For job description templates:
    - https://resources.workable.com/administrative-assistant-job-description

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