PART-TIME BILINGUAL INTAKE COORDINATOR/ADMINISTRATIVE ASSISTANT

Position Summary:
The successful candidate will answer clinical intake calls; evaluate appropriateness of prospective consumers for acceptance, enter information in electronic health record, collaborate with staff therapists, and oversee the maintenance of performance quality and billing reports.

Key Tasks & Responsibilities:

- Process phone applications for counseling services from consumers and/or referral source
- Effectively collaborate with clinical team
- Conducts mental health phone assessments to evaluate eligibility for services or need for referral
- Under the direction of an LCSW, provide information and referral when appropriate
- Meets with Clinical Director weekly to review intakes, case assignments, and billing reports.
- Assists clinical director with monthly billing reports, grant reports and other duties as needed

Required Experience:

- Bilingual-Spanish
- Excellent Communication skills
- Excellent Customer Service
- Experience in the mental health field, i.e. case management and/or counseling
- Microsoft Office, Excel, Electronic health Record Systems
- BA degree in Social Work, Psychology, Counseling and/or related field

Supervisor: Director of Clinical Services