

Caring for Children. Mind. Body. Soul.



OLH Job Opening: Clinical Administrative Assistant for Mental Health Screening Program

Our Little Haven's mental health program, Keystone Outpatient Services, has an opening for a full-time Clinical Administrative Assistant. This position is accountable and reports to the Director of Clinical Programs.

Responsibilities:

The person in this position will be responsible for clerical and supportive office management duties necessary to maintain a mental health outpatient service for children and families. This administrative assistant will be responsible for managing clinical appointment schedules, verifying insurance and grant related eligibility requirements, receiving clients at point of entry for appointments, typing documents and creating databases and spreadsheets, computer scoring of assessment measures, maintenance of files and client charts, and data management associated with the requirements of the agency and various funding sources.

This position requires the submission of billing records to third-party payers and contractors, and data entry records for grant sponsors of mental health services. The person in this position is expected to assist in organizing protocols and outcome measures that ensure the efficacy of clinical interventions.

Timeliness in completing tasks and organizing multiple tasks are of critical importance.

The Clinical Administrative Assistant is expected to be familiar with and adhere to all agency, state, local, and professional licensing and accreditation standards associated with mental health services. An understanding of, and adherence to the legal and ethical standards of client confidentiality and privacy is of critical importance.

Qualifications:

- High school diploma or equivalency; we prefer AA degree.
- Must be proficient in Word and Excel programs.
- Excellent written and oral communication skills, as well as organizational and time management skills.
- Able to work effectively and enthusiastically among children, adolescents, adults, families, professionals and persons from a wide range of cultural, social, and economic backgrounds.
- We prefer knowledge of third-party billing procedures and 2 years experience working in a medical or mental health office/clinic.
- Must be able to prioritize and handle multiple tasks in an organized manner.

Note: Our Little Haven holds the right to modify this job description as necessary; terms may change without prior notice.

To apply for this position, please send cover letter and resume to the Lizette Smith, PhD., Director of Clinical Programs, PO Box 23010, St Louis, MO 63156, or by email to lsmith@ourlittlehaven.org. Our Little Haven is an equal opportunity employer.