

## ***Administrative Assistant/Mental Health Rehab Tech(MHRT)***

***POSITION: Part-time***

***PAY: \$17 /hour for billable hrs; \$15.00/hour for non-billable hours (documentation, travel, meeting/supervision)***

***WEEKLY HOURS: 35-40 hours***

### **Direct Service (Mental Health Rehab Tech) Job responsibilities would include:**

- Assisting patients to identify their personal goals and interest.
- Support the patient in taking steps toward achieving their goals
- Encouraging and promoting independence.
- Documenting daily events.
- Participate in all staff meetings, educational opportunities and clinical supervisions as directed by supervisor.
- Maintain case documentation charting; monitor services provided to assure that a client's Client Plan objectives are met.
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### **Administrative Support (Administrative Assistant) Duties include:**

- Provides administrative assistance to the Department Manager and staff of the Wellness & Batterer's Intervention Department, to include copying, faxing, scanning and emailing of essential program forms and correspondence.
- Schedules appointments, confirms appointments by telephone.
- Responsible for retrieving Client files for following day's clients and placing them on provider's shelves for easy access.
- Obtains third party insurance information if needed
- Prepares mental health and agency release of information forms for client signature.
- Responsible for maintaining the waiting area in a neat and professional manner.
- Files Client documentation in paper charts.
- Files Mental Health documentation electronically using Document Management System.
- Confirms authorization for Medicaid clients and confirms submission of Wellness Assessments to Imperial County Behavioral Health.
- Monitors and maintains adequate intake materials for new client intakes.
- Checks in all client and mental health group participants in Patient Management System.
- Answers and appropriately directs incoming phone calls for the entire Wellness Department and Batterers Intervention Program.
- Provides correct forms to clients depending on their specific needs. Assists clients with completing intake forms in Wellness and Batterer's Intervention Program.
- Routes incoming client forms to proper provider/staff member.
- Communicates with clients regarding procedures for intake process and when clients can expect to be contacted by provider/staff member.
- Assures that clients are properly checked in for appointments and informs providers when client has arrived.

- Monitors provider schedules for availability in case of crisis patients in medical or urgent walk-ins.
- Coordinates schedule for Child Play Therapy room.
- Assists Manager with mental health case closings and sends case closing letters to clients not seen in the last 30 days.
- Assists with office supply inventory and ordering of both program and office supplies as needed.
- Willingness to assist all Behavioral Health staff if requested.
- Performs other duties as assigned.

**This position Offers:**

- Supportive Team Environment
- Opportunity for growth and professional development
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**Qualifications Required:**

- Bilingual English & Spanish
- Translate from English to Spanish and Spanish to English
- MHRT academy certified(Preferred) experience can be used in lieu
- Bachelor's Degree in Human Services (Preferred) experience can be used in lieu
- High school diploma or GED
- 2+ years of relevant experience working with persons with mental illness(Preferred)
- Strong communication skills both verbal and written.
- Proper English usage, grammar, spelling, punctuation and vocabulary.
- Computer skills including Word and Excel.
- Valid state issued driver's license and proof of vehicle insurance
- The ability to work independently and as a team with a high level of professionalism