

Community Youth Services is recruiting for a full-time Administrative Coordinator to support its Integrated Counseling Division. This position supervises a team of Administrative Assistants.

\$21.99

POSITION QUALIFICATIONS REQUIRED:

1. Preferred: Bachelor's degree in business, public administration or industry related field *AND* two years of administrative experience in support of an executive level manager or management team.

a. OR

Associate's degree *AND* four years of administrative experience in support of an executive level manager or management team.

2. At least one year experience supervising multiple employees,
3. Experience working in a confidential behavioral health, mental health, or medical setting,
4. Experience with complex data entry, reports and analysis, as well as familiarity with medical/mental health systems navigation (BHAS, Avatar, Electronic Health Record),
5. Working knowledge of the state and federal guidelines regarding HIPAA compliance and client data security and privacy that ICD programs must adhere to,
6. Proficiency in Microsoft Office Suite, Adobe Suite, and SharePoint, and
7. Ability to create and implement policies and procedures designed to address complex processes across the division.

AGENCY QUALIFICATIONS:

1. The ability to pass an extensive background check with no history of conviction or perpetration of child abuse or physical harm to another person,
2. Professional and personal conduct that maintains a personal and professional background so that criminal history remains free from unlawful conduct,
3. A valid Washington State Driver License with a three-year good driving record. The ability to pass and maintain a clean driving records check,
4. Proof of personal auto insurance levels at or above a \$100,000 combined single limit must be provided once offer of employment is accepted, and
5. Must possess, or obtain within 30 days of employment, CPR/1st Aid/Bloodborne Pathogen certification.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

A. Program Support

1. Oversees referral management system,
2. Provides primary program administrative support to the Chief Clinical Officer with duties associated within the Integrated Counseling Division,
3. Supports Program Directors, Clinical Supervisors and staff including training new staff, referral and client tracking, coordinating meetings, finalizing and updating documents, coordinating and scheduling internal and external trainings and meeting logistics, meeting minutes, and managing calendars,

4. Monitors Division project plans; tracks completion of tasks assigned to managers based on project assignments from the strategic plan,
5. Oversees psychiatric appointment scheduling for all ICD programs, including coordinating with the psychiatric ARNP,
6. Assists with the creation and updating of program and division policies and procedures, and
7. Coordinates clinical services, such as on-call rotation and appointment scheduling.

B. Reports/Audits/Compliance

1. Completes daily to weekly communication and reports to the WISe Coordinator for Thurston Mason County,
2. Extracts data for monthly reporting to the TMBHO, as well as internal Quality Management tracking,
3. Audits and analyzes data for validity and integrity,
4. Completes first level quarterly client file audits ensuring file completeness, quality assurance, inclusion of clinical documentation, and other compliance requirements,
5. Assists in preparation for TMBHO and DBHR Audits, working with the compliance officer and Clinical team to prepare files for review,
6. Assists programs with monthly, quarterly, bi-annual, and annual reports for all internal and external stakeholders, and
7. Adheres to program contract requirements and deliverables.

Data Management

1. Coordinates and evaluates direct data entry into multiple external database and information systems,
2. Accesses and reviews ProviderOne Client benefits and Information,
3. Enters participant and staff information into the Avatar billing system, and update enrollments, discharges, and staff information as needed, and
4. Assists the data team with implementation of the Electronic Health Record, and creation of custom reports, including testing databases for errors and functionality.

Administrative

1. Maintains file management and preparation for all integrated counseling programs,
2. Maintains and develops effective and efficient office processes. Leads, coaches and facilitates process improvement activities,
3. Provides general technical and clerical assistance to ICD staff, as necessary, and
4. Copies, prints, faxes, mails and prepares of division work orders, as tasked.

A. Supervision/Staff Management -

1. Supervises the ICD Administrative Team positions in Thurston and Mason County, including training, managing workload, performance evaluations,
2. Plans and leads regular staff meetings in order to keep staff well informed, develop skills, set directions and track goals,
3. Meets with staff on an monthly basis in order to review performance and goals and provides assistance where needed to reach those goals, and
4. Recruits, hires, trains and supervises qualified staff, interns, and/or work study participants.

Check out our benefit package on our website

<http://www.communityyouthservices.org/employment.shtml>

ALL ITEMS MUST BE SUBMITTED IN ORDER TO BE CONSIDERED FOR THE POSITION:

1. Resume and cover letter

2. CYS Employment Application <http://www.communityyouthservices.org/employment.shtml>

There are two versions on our website – a fillable Word version and a printable pdf version.

You can submit either one.

Email to hr@communityyouthservices.org - Reference Administrative Coordinator in the subject line

You will need to submit a driver's abstract before an interview will be scheduled.

** No phone calls please **