Asian Community Mental Health Services
Job Announcement

Skills Group Development Coordinator

Post Date: August 3, 2017
Deadline: Until Filled
Starting Date: ASAP
FTE: 50% + FTE
Annual Salary: Negotiable
FLSA Status: Non-Exempt

Position Summary:

Essential Duties and Responsibilities:

1. Assist support groups and individuals with service coordination, navigation to resources, management of financial matters and interpretation as needed and appropriate. Assist with client resourcing and purchase of services as needed;
2. Conduct all non-clinical support services as needed;
3. Maintain non-clinical documentation in a timely manner as required;
4. Act as an advocate for the clients and families for services as requested.
5. Participate in non-clinical support service meetings as needed;
6. Provide non-clinical education, information and referral for other programs or community fair as requested;
7. Manage and organize all incoming and outgoing documents on a daily basis, including filing and updating information;
8. Manage client charts;
9. Manage requests of release of medical record according to confidentiality guidelines;
10. Manage and prepare records as necessary;
11. Manage and provide filing, photocopying and light typing;
12. Manage transmittals as necessary
13. Manage and provide front desk coverage, answer incoming calls, greet clients/guests and direct them to the appropriate personnel, provide general information regarding agency;
14. Provide back-up translation coverage for clients and families;
15. Provide administrative support back-up
16. Assist in managing groups as necessary

Other Duties and Responsibilities:

17. Other non-clinical, administrative, and operational duties as assigned by supervisor.
**Supervision Received:**

Meeting with a supervisor on a regularly /weekly/bi-weekly/monthly bases to review client charts and areas of development

**Minimum Qualifications:**

1. Three years of health or related office experience
2. Ability to interface with a wide range of people including clients, service providers, public officials, etc.
3. Demonstrated skills in or knowledge of filing systems and operation of basic office equipment
4. Ability to organize work and have attention to details
5. Ability to work with a culturally diverse staff and client population
6. Commitment to working in the Asian community
7. Valid driver license and auto insurance with bodily injury liability minimum limit of $100,000/$300,000 and access to use of an automobile
8. Support and implement to mission, vision and values of Asian Community Mental Health Services

**Preferred Additional Qualifications:**

9. Fully Bilingual in an Asian language, Vietnamese preferred
10. Minimum high school degree or Bachelor's in Business, a plus
11. Previous reception and phone experience preferred
12. Knowledge of MS Word & MS Excel desirable

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