

Job Description

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

Behavioral Health Administrative Assistant – San Jose Location

POSITION SUMMARY: Provides clerical support to Behavioral Health Department staff as a collaborative partner of Kidango

POSITION OVERVIEW:

- Employment Type: Full time/ Non-Exempt
- Salary:
- Location: First Street Behavioral Health
- Job Category: Administration
- Reports to: Behavioral Health Office Manager
- Supervises: None

PRIMARY RESPONSIBILITIES:

- Processes all incoming referrals in coordination with & direction from program manager
- Verifies Medi-Cal eligibility
- Registers and maintains clients' electronic health records via internal/county systems
- Implements and ensures compliance of effective office organization systems
- Organizes/files documentation accurately/in timely manner
- Maintains confidentiality of children, families and staff at all times
- Complete clerical work orders in timely manner
- Answers incoming calls, provides accurate information and directs calls as needed
- Attends meetings as indicated by Supervisor
- Operates and maintains office equipment in a safe manner; calls for service as needed
- Works as a member of the agency team, promoting the mission/philosophy of the organization.
- Participates in activities that further own professional growth
- Provides excellent customer service to all staff, clients, and contacts of agency
- Works with Behavioral Health department management on projects as requested
- All other duties as assigned by Supervisor or Behavioral Health Department Management
- Takes meeting minutes
- Initiative, problem solving, communication, organization and task oriented
- Able to work under pressure to meet timelines
- Able to identify and communicate suggestions for improved efficiency

POSITION QUALIFICATIONS/REQUIREMENTS:

- Minimum of AA degree or equivalent
- 3-5 years minimum experience in office administration
- Previous experience with data entry
- Working knowledge of Medi-Cal programs and data entry
- Bilingual (English/Spanish) required
- Able to proof read and spell accurately
- Able to organize and maintain records
- Proficient in Microsoft Office, specifically Excel, and the Internet
- Ability to work effectively and use a positive approach with a diversity of people

- Able to maintain confidentiality
- Flexibility with work schedule
- EPSDT familiarity preferred

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

EDUCATION WIDE PHYSICAL DEMANDS:

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

FACILITY/MAINTENANCE WIDE PHYSICAL DEMANDS:

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

NUTRITION WIDE PHYSICAL DEMANDS:

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at
<https://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.