

**EL CENTRO FAMILY HEALTH
JOB POSTING**

DATE: May 26, 2021
TITLE: Behavioral Health Services Coordinator
SITE: North & West Region
FTE: Full Time Equivalent
CLASS: Non-Exempt

Purpose:

Under the direction and supervision of the Behavioral Health Manager, the Behavioral Health Services Coordinator (BHSC) is responsible for overseeing the day-to-day operations in the Behavioral Health Department and for the Behavioral Health (BH) providers. This position ensures the processing of patient payments, preparation of certain patient and insurance billing, purchase orders, and/or documentation for financial disbursement and reimbursements. Assures accurate and timely preparation of reports. Ensures that all administrative tasks are completed in an accurate and timely manner and that the BH department operations are flowing efficiently. The BHSC has access to personal data regarding individual patients and families, and/or sensitive company financial data. It is essential to maintain a high level of confidentiality in accordance with HIPAA.

Minimum Requirements

Education:

High school diploma or GED equivalent (minimum requirement).

Experience:

One year of customer service experience in related field required.

Certification:

CPR

Preferred Requirements

Background and/or education in Psychology, Sociology, Social Work, Criminal Justice, Family Studies, Special Education and Human Services or related field.

Bilingual (English / Spanish) or (English / Navajo)

Knowledge, Skills and Abilities:

- 1) Ability to listen and evaluate component parts of communication to reach an accurate and objective conclusion.
- 2) Understanding of insurance billing and claims processing.
- 3) Working knowledge of Electronic Health Records System (EHR).
- 4) Proficiency with Microsoft Office Suite- especially Word and Excel.
- 5) Ability to maintain a professional appearance and demeanor.
- 6) Ability to perform duties and responsibilities with dignity, accuracy, and confidentiality in all contacts with patients, staff, and other health professionals.
- 7) Ability to explain procedures and processes, both orally and in written form.
- 8) Organizational and analytical skills required.
- 9) Ability to work with staff around problems affecting provider scheduling, patient flow, and patient/public interaction.
- 10) Ability to communicate clearly and understandable.
- 11) Excellent interpersonal skills
- 14) Ability to drive to outlying locations.
- 15) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

Interested individuals must submit an updated Employment Application to Human Resources via e-mail at: hr@ecfh.org or mailed to PO Box 158 Española, NM 87532, ATTN: Samantha Carlson HR Generalist.

EOE/M/F/D/V/Drug-free Workplace

Deadline: Open until filled.