



The Guidance Center of Westchester  
256 Washington Street  
Mount Vernon, NY 10553  
TheGuidanceCenter.org

## **PLEASE POST AVAILABLE POSITION**

**POSITION:** Administrative Program Assistant

**PROGRAM:** Health Home Care Management

**HOURS:** 18 hours per week - 4 weekdays, 10:30 am to 3:00 pm (flexible)

### **JOB DESCRIPTION:**

Provide administrative support for health home care management program serving children, families, and adults. Specific responsibilities include:

- Track referrals, referral source and outcomes of referrals
- Process intake documents and verify eligibility of referred individuals
- Scan, upload and organize intake documents in GSI database management system
- Create and/or edit member profiles to comply with all Health Home policies and procedures
- Maintain and update Roster information on Microsoft Excel spreadsheet
- Assign new participants to outreach specialist, or care coordinators
- Gather relevant behavioral health and medical information from various sources including PSYCKES, ePaces, and electronic health reporting
- Maintain spreadsheets related to caseloads
- Stay up-to-date on all Department of Health policies related to health home care management
- Assist the director and assistant director with completing chart audits on a quarterly basis
- Participate in webinars and in-person trainings as required
- Other administrative duties as assigned

### **Qualifications:**

- Minimum of Associates degree in health administration, business, information systems, or related fields
- Minimum of one year closely related experience
- Highly proficient in Excel, data entry, spreadsheet maintenance
- Knowledge of electronic health reporting software
- Ability to interact professionally with individuals at all levels
- Excellent oral and written communication skills
- Strong attention to detail and deadlines

**SALARY:** \$20 per hour

**Please include cover letter with resume.**

**SEND RESUMES TO:** [cwebb@theguidancecenter.org](mailto:cwebb@theguidancecenter.org)