<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Administrative Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employer/ Agency</strong></td>
<td>The Council on Recovery</td>
</tr>
<tr>
<td><strong>Job Description</strong></td>
<td>The Administrative Coordinator for outpatient programs works directly under the supervision of the Director or Quality Assurance. The position is responsible for the day-to-day office operations, including data entry, client tracking and billing.</td>
</tr>
<tr>
<td></td>
<td>• Provides administrative support to department leaders and staff, including but not limited to: copying, filing, scanning, editing, ordering supplies, scheduling, training and travel arrangements</td>
</tr>
<tr>
<td></td>
<td>• Greets clients, prepares folders and binders and sets up rooms for clinical use</td>
</tr>
<tr>
<td></td>
<td>• Enters client data into the Electronic Health Record (EHR) and SPSS databases.</td>
</tr>
<tr>
<td></td>
<td>• Ensures accuracy of client service tracking and data collection</td>
</tr>
<tr>
<td></td>
<td>• Monitors and ensures intake paperwork, clinical notes, treatment plans and discharge plans are completed</td>
</tr>
<tr>
<td></td>
<td>• Produces reports from EHR and other databases as directed (financial, clinical, productivity, etc.)</td>
</tr>
<tr>
<td></td>
<td>• Reviews financial and service data and reports errors and anomalies to the Director of Quality Assurance</td>
</tr>
<tr>
<td></td>
<td>• Bills for state funded outpatient services bi-monthly, via CMBHS system</td>
</tr>
<tr>
<td></td>
<td>• Follows up on unpaid claims and/or recoups</td>
</tr>
<tr>
<td></td>
<td>• Participates in meetings and trainings</td>
</tr>
<tr>
<td></td>
<td>• Completes timesheet and other administrative tasks on time</td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
<td>• Minimum High School Diploma or equivalent required</td>
</tr>
<tr>
<td></td>
<td>• Data entry experience required</td>
</tr>
<tr>
<td></td>
<td>• Computer &amp; Word processing skills required</td>
</tr>
<tr>
<td></td>
<td>• Intermediate experience using Microsoft Office – word, excel, power point, etc.</td>
</tr>
<tr>
<td></td>
<td>• Strong/Advanced Excel skills</td>
</tr>
<tr>
<td></td>
<td>• Knowledge of CPT and HCPC codes</td>
</tr>
<tr>
<td></td>
<td>• Strong working knowledge of databases and/or electronic medical records</td>
</tr>
<tr>
<td></td>
<td>• Effective communication skills both verbal and written</td>
</tr>
<tr>
<td></td>
<td>• Strong attention to detail</td>
</tr>
<tr>
<td></td>
<td>• Experience with state funded programs, preferred</td>
</tr>
<tr>
<td></td>
<td>• Experience in behavioral health setting, preferred</td>
</tr>
<tr>
<td></td>
<td>• Experience with client charts, insurance and knowledge of HIPAA, preferred</td>
</tr>
<tr>
<td></td>
<td>• 1+ years of experience in administrative or financial positions</td>
</tr>
<tr>
<td><strong>Salary/Hours</strong></td>
<td>37.5 hours per week</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Employer/Agency</strong></td>
<td>The Council on Recovery</td>
</tr>
<tr>
<td><strong>City, State, Zip</strong></td>
<td>Houston, TX</td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td>Juana Rodriguez</td>
</tr>
<tr>
<td><strong>Contact Title</strong></td>
<td>Human Resource Manager</td>
</tr>
<tr>
<td><strong>Telephone Number</strong></td>
<td>281-200-9321</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:jrodriguez@councilonrecovery.org">jrodriguez@councilonrecovery.org</a> / <a href="mailto:hrdept@councilonrecovery.org">hrdept@councilonrecovery.org</a></td>
</tr>
<tr>
<td><strong>Application Method</strong></td>
<td><a href="https://recruiting.paylocity.com/Recruiting/Jobs/Details/355847">https://recruiting.paylocity.com/Recruiting/Jobs/Details/355847</a></td>
</tr>
<tr>
<td><strong>Opening Date</strong></td>
<td>Immediate</td>
</tr>
</tbody>
</table>

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.