



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

# PLEASE POST POSITION AVAILABLE

**POSITION:** Administrative Assistant

**PROGRAM:** Care Management

**HOURS:** 25-35 hours per week, weekdays

## **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 records.
- Maintain spreadsheets related to caseloads
- Assist completing chart audits on a quarterly basis
- Participate in webinars and in-person trainings as required
- Other administrative duties as assigned

## **Qualifications:**

- Associate's degree required. Bachelor's degree preferred.
- Minimum of one year closely related experience
- Experience with Excel, data entry, spreadsheet maintenance, MSWord
- Ability to interact professionally with individuals at all levels
- Excellent oral and written communication skills

- Strong attention to detail and deadlines

**SALARY: commensurate with experience**

**Email Resume: [bfox@theguidancecenter.org](mailto:bfox@theguidancecenter.org)**