

ADAPT – Support Specialist

Full Time Support Specialist position is available at the Range Mental Health Center for the ADAPT Program. Application for employment should be downloaded from under the careers tab at www.rangementalhealth.org and submitted by February 26, 2018 via one of the following options:

Mail: RMHC, Attn. HR, P.O. Box 1188, Virginia, MN 55792
Fax: 218-741-3080
Email: rtardy@rangementalhealth.org

Essential Functions:

1. Prepare, send, and receive the appropriate intake packet and other required paperwork (SDQ's, ITP's, ROI's etc.) for people in ADAPT Program via coordination with parent, guardian, social worker, other representative
2. Fax and track requests for external diagnostic assessments for ADAPT
3. Track and monitor treatment plans
4. Prepare, send, receive, and process forms for Head Start referrals and responses
5. Collect time and attendance and training forms; submit to supervisor for review and signature; send forms to appropriate person or department for processing
6. Order food and supplies needed for ADAPT programming and package and send same to staff member upon request
7. Enter intake, demographic, insurance, release of information authorizations, and all other relevant data into the appropriate electronic health record in Credible
8. Process closures of ADAPT people in Credible per applicable policy / procedure
9. Prepare and send correspondence to ADAPT people and other third parties
10. Coordinate with other departments to facilitate and disseminate information relevant and necessary for claims processing, payment, and referrals
11. Answer the telephone and appropriately respond transferring callers to the appropriate person or department when circumstances warrant as such
12. Perform clerical operations such as copying, faxing, typing, filing, and other assigned duties relevant to records management and ADAPT services
13. Assist records department with processing of release of information requests
14. Schedule diagnostic assessments for people of ADAPT providers
15. Assist with problem solving when necessary
16. All other duties as assigned

Minimum Qualifications:

Education Required:

High school diploma or equivalency required, graduate from an administrative assistant, secretarial, office management, or health coordinator program preferred.

Experience Required:

None required; however, experience as an administrative assistant, secretary, office manager, or clerical services is preferred

Skill Requirements:

1. Ability to organize and prioritize tasks
2. Ability to maintain confidentiality
3. Ability to effectively communicate in writing with employees, people and outside parties via paper and electronic means
4. Flexibility to meet demands in in a fluid and changing environment
5. Ability to use Microsoft Office; with MS Excel and MS Word proficiency
6. Assertiveness sufficient to complete essential functions
7. Ability to handle significant daily stress
8. Ability to work independently with minimal direction and as part of a team
9. Ability to identify problems and possible solutions and make recommendations
10. Ability to exercise sound judgment in the performance of essential functions
11. Ability to accurately process numerical and statistical information
12. Ability to communicate English in a manner that is sufficiently clear as to be easily understood both verbally and in writing
13. Ability to exercise sound judgment in the performance of essential functions
14. Ability to effectively communicate with employees, people and outside parties

Physical Requirements

1. Ability to sit and stand for long periods of time
2. Ability to climb stairs
3. Ability to operate a keyboard
4. Ability to lift 20 pounds
5. Ability to articulate English in a clear manner so as to be easily understood
6. Sufficient vision to utilize a computer monitor
7. Sufficient hearing acuity to accurately record or respond to another party both in person, on the phone, and in a group setting

EOE/AA