



HCBS Program Assistant (Mental Health Program, Suffolk County, NY)

The Program Assistant assists the Program Manager with the following:

- Respond to all incoming phone calls to the HCBS program. Answer phones for administrative assistants in other programs as necessary.
- Act as first point of contact for clients, program partners including Managed Care Organization and Care Management Agency.
- Assist program manager to ensure all prior and continuing authorizations are completed in a timely manner and are submitted to MCOs to ensure uninterrupted service delivery.
- Type, file, and photocopy for the program.
- Ensure all pertinent information is updated in clients' electronic health records. Enter new referrals into Foothold.
- Run background checks on all referrals.
- Use Foothold to maintain a database on clients. Update as necessary.
- Generate and print monthly reports and provide to assistant supervisor, program manager, and other parties as appropriate.
- Maintain forms and client files.
- Track client entitlements and remaining authorized services to ensure uninterrupted service provision.
- Additional administrative duties as assigned.

Qualifications

High school graduate. Minimum two years general office experience. Must be extremely organized and have excellent written and verbal communication skills. Must have intermediate knowledge of Microsoft Office programs such as Word, Excel, and Outlook. Experience in a healthcare setting using electronic medical records is preferred. Typing ability of 50 wpm.

Work Schedule:

Monday through Friday (35 hours/week)
8:00 am – 4:00 pm

Benefits

Full-time Employees are eligible for:

- Medical, Dental, and Vision Insurance
- Tuition Assistance
- Flexible Spending Account
- Long-term and Short-term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly
- 403(b) retirement plan with employer match

APPLY HERE

www.optionscl.org

Fax your resume to: **(631) 361-7087**

E-mail your resume to: jobs@optionscl.org

For more information, call **(631) 361-9020 ext. 1105**