



JOB TITLE: OFFICE COORDINATOR - CCBHC
DEPARTMENT: ADMINISTRATIVE DEPARTMENT
LOCATION(S): VARIES
SUPERVISOR PROGRAM COORDINATOR

JOB SUMMARY:

The Office Coordinator will work closely with the Program Coordinator of the Certified Community Behavioral Health Clinic (CCBHC), outpatient program and/or residential center or any other Vitality Unlimited Facility. The position is under the supervision of the Program Coordinator.

The primary responsibility of the Office Coordinator position is to assist management by assuming the on-site non-clinical operation of the facility. The Office Coordinator is expected to always function with a high degree of professionalism while performing duties and when representing Vitality Unlimited.

The Office Coordinator will work in conjunction with the Program Coordinator on program development and implementation, assist in the creation of schedules, clinical forms and the formulation of new treatment program formats/modalities and the hiring and supervision of employees:

The Office Coordinator is responsible for facilitation of client admissions, scheduling of treatment sessions and maintaining clinical records. The position will manage facility supplies, coordinating maintenance work, and overseeing the cleanliness of the facility. The office coordinator will have marketing responsibilities when assigned.

JOB DUTIES AND RESPONSIBILITIES:

- Employee understands terminology, procedures, and roles of professional disciplines related to the treatment of mental health and substance use disorders.
- Contribute as part of a multidisciplinary treatment team.
- Comply with federal, state, and local laws and Vitality Unlimited regulations governing substance use and mental health treatment. Apply confidentiality regulations appropriately in all situations.
- Demonstrate respect and nonjudgmental attitudes toward consumers in all contacts with community professionals and agencies.
- Responsible for all office supplies from furniture to cleaning supplies. Maintain inventory of office supplies and records of purchase, assignments, repairs, and replacement. Administer and distribute internal communications and mail effectively to appropriate personnel.
- Responsible for the office filing system to preserve, maintain, and organize paper records i.e., communication, correspondence, financial, operational, administrative forms, clinical forms.
- Caretaker of the on-site copies of Vitality Unlimited Policies, Procedures and Protocols.
- Safe keeping of the policy binders, monitor periodically for organization and completeness and needed replacement of binders.
- Participates in training of new staff as needed.
- Verify consumer insurance/payor source.

- Oversee and assist with admissions.
 - Helps with crisis management if needed.
 - Will maintain necessary certification to take vital signs of consumers and assist with urine drug screens and breathalyzer testing.
 - Act as the receptionist when receptionist is off work.
 - All other duties as assigned by Program Coordinator, CFO, CEO of Vitality Unlimited.
- Outreach:
- Attend various community meetings as assigned.
 - Serve as a liaison between the community and Vitality Unlimited.
 - Set up information booths at community events.
 - Keep a supply of brochures and advertising material available.

KNOWLEDGE AND SKILLS:

- Office Coordinator must have excellent secretarial skills to include:
- Computer literacy/operation and data management.
- Knowledge of basic office procedures and organizational skills are essential.
- Good telephone techniques and customer service skills.
- Oversee accurate record keeping of treatment services.
- Excellent computer skills, familiar with Word, Excel, and all other programs relevant to the operation of the facility.
- Familiarity with standard office equipment and ability to troubleshoot problems involving office equipment.
- Maintain a logical comprehensive electronic filing system and backup information on computer monthly.
- Create and maintain all office operation schedules as often as required.
- Responsible for monthly inspections of all fire extinguishers and replenishment of first-aid kits.
- Performance and documentation of monthly fire and safety drills.
- Maintain a safe working environment and report any unsafe conditions to appropriate parties.
- Maintains discipline in the facility and grounds and assures compliance with Vitality Policies.
- Makes daily rounds to check for cleanliness of entire facility and needed repairs. Then ensures any problem areas or uncompleted tasks are done, by performing them or assigning somebody to get them completed. Daily checks of the disinfection log.
- Ensure all staff and consumers follow any necessary personal protective equipment protocols as necessary.
- Make sure all staff are signing in and out in the staff sign-in binder.
- Assignment of duties to the Receptionist
- Monitoring Reception job tasks.
- Oversee daily consumer schedules.

QUALIFICATIONS:

- A valid Nevada driver's license and proof of insurance.
- Must have a clean driving record.
- Capable of responding to clients' needs in a variety of situations.
- Physical stamina and the ability to perform tasks that require bending, lifting, and standing for extended periods of time.
- Must consistently provide a negative drug screen.
- Presents positive role model for staff and clients.

- Exhibits positive attitude toward treatment and recovery.
- Communicates positively and effectively.
- Utilizes appropriate personal methods to cope with stressful situations.
- Accepts constructive criticism and integrates suggestions in effective ways.
- Works harmoniously with others to inspire teamwork and cooperation.
- Dresses neatly/cleanly/appropriately for work environment
- Willing to follow professional code of ethics as stated in NAC 458

EDUCATION:

- The position requires graduation from High School or GED
- Two (2) years of experience in an administrative office position.
- Writing and typing skills.
- Must be able to compose memos and correspondence without a great deal of direction.

OFFICE COORDINATOR

I have read the job description and understand fully the duties of my position.

Employee Signature

Date

Human Resources Specialist