



PROGRAM COORDINATOR POSITION

We are a private Mental Health Rehabilitation Clinic. Our highly qualified staff includes: Psychiatrists, Licensed Clinical Professionals, and non-licensed Master's and Bachelor level counselors.

We offer comprehensive services to children ages 3 and up, adolescents, adults and families who are experiencing any of the following challenges:

- ADHD and other Cognitive/Learning Disorders
- Depressive Disorder and Bipolar Disorder
- Schizophrenia and other Psychotic Disorders
- Conduct Disorders (often including fighting, bullying, legal problems)
- Generalized Anxiety Disorder
- PTSD and Acute Stress Disorder
- Panic Disorders
- Adjunct support can also be provided for: Autism and Substance Abuse Disorders

The Mental Health Rehabilitation (MHR) Program is administered by the Department of Health and Hospitals through a partnership of the Louisiana Medicaid Program, the fiscal intermediary, the Office of Mental Health, and the network of certified and enrolled providers.

MHR services are for adults with serious mental illness and children with emotional/behavioral disorders. The services are outpatient and designed to reduce the disability resulting from mental illness and assist in the recovery and resiliency of the recipient. These services are home and community-based and are provided on an as needed basis to assist recipients in coping with the symptoms of their illness.

The intent of MHR services is to minimize the disabling effects on the individual's capacity for independent living and to prevent or limit the periods of inpatient treatment. Providers offer prior-authorized services to adults with mental illness and youth with an emotional/behavioral disorder who meet medical necessity criteria for services.

Position Summary:

The Program Coordinator is responsible for the daily operations and decision making that supports a specific program; assisting with employee relations; performance management; employee orientation, company-wide committee facilitation and participation; company employee communication, and payroll. The Program Coordinator also provides direct supervision to the Office Assistant.

Supervised Office Assistant Duties include:

- Make updates to Staff handbook as needed, or as directed by Executive Director or Operations Manager.
- Update weekly units spreadsheet. Hand out hard copy of units report to staff members weekly.
- Update weekly productivity reports.
- Oversee status of new authorizations and reauthorizations.



Progressive Community
Care Center

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- Make arrangements for ongoing organizational training while maintaining necessary documentation.
- Track employee attendance at mandatory clinical supervision, forwarding concerns about attendance to Operations Manager and/or Executive Director.
- Provide new hire program level orientation.
- Log and monitor staff leave and vacation periods.
- Manage and maintain crisis binder calendar and assignments.

Education/Experience:

- Possess at minimum a Bachelor's Degree from an accredited university.
- Experience/demonstrated ability to perform general clerical tasks, operate computers, office programs and word processing, design or revise office forms, set up and maintain complex filing systems, reply to routine correspondence, and compose correspondence and other materials requiring the application of subject matter knowledge.
- Demonstrated ability to maintain a high level of integrity and protect confidential information with understanding of and adherence to PHI and HIPAA standards.
- Excellent verbal communication, written communication, dependability, attention to detail, and administrative writing skills.
- Bilingual (English / Spanish) preferred.
- Have or be able to obtain First Aid/CPR certification within one month of hire date.
- Renew First Aid/CPR certification annually thereafter or before expiration date.
- Preferred experience working within mental health and the MHR system.

Please respond to the listed email address with your resume, contact information, and a brief statement as to why you feel you would be a good fit for the position.

We look forward to hearing from you!