

# MENDOCINO COUNTY YOUTH PROJECT

776 S. State Street, Suite 107, Ukiah, CA 95482

707-463-4915 (phone) 707-463-4917 (fax)

www.mcyp.org



## Administrative Assistant/Fiscal Department

**LOCATION:** Ukiah, California  
**REPORTS TO:** Chief Financial Officer

**THE AGENCY:** The Mendocino County Youth Project's mission is to empower, guide, counsel and support children, youth, young adults and families from Mendocino County's many diverse communities to make healthy life choices, maximize potential, and become productive citizens.

The agency has been in existence since 1974, providing services throughout Mendocino County and parts of Sonoma County. Current services include individual, group, and family therapy, rehabilitation and case management services for children and youth with behavioral health diagnoses, substance abuse prevention and treatment, school-based prevention and intervention services, outdoor education, crisis intervention and respite housing, a transitional housing program for homeless young adults and their children, child abuse treatment, youth advocacy, information and referral services, and peer helping programs.

### **JOB SUMMARY AND DISTINGUISHING FEATURES:**

Under the direction of the Chief Financial Officer, performs various administrative duties in support primarily of the Mendocino County Youth Project's Behavioral Health program. Position may also provide support to the Fiscal Department as needed. Duties include but are not limited to the following:

#### **Processing New Referrals**

- Follow up on all incoming referrals - information gathering, eligibility verification, appointment scheduling, appointment reminder calls, etc.
- Preparation of required paperwork for opening client charts

#### **Maintenance of Client Records**

- Maintain client records & ongoing compliance regulations
- Filing and maintenance of client charts and Electronic Health Records
- Preparation of client renewal paperwork for continuing clients
- Processing treatment authorization requests
- Processing of clinical credentialing paperwork
- Data entry, detailed data analysis and reporting

### **MINIMUM QUALIFICATIONS REQUIRED:**

A minimum of five years of increasingly responsible experience in administrative support and operations

Ample knowledge of Microsoft EXCEL, ACCESS, WORD a must

Exceptional interpersonal communication skills; ability to interact professionally and comfortably with a wide array of clientele

Ability to maintain MCYP's strict confidentiality requirements

Strong teamwork skills a must

Pass DOJ & FBI Fingerprint Clearance required

### **MCYP IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants may obtain a copy of our EEO Policy on request.

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## **PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:**

An Associate's degree from an accredited college or university OR 3+ years of performing the above duties

Experience in procedures of community based organizations

Knowledge of Behavioral Health Services and/or Electronic Health Records a plus

Bilingual English/Spanish with proficiencies both verbal/written a plus

**LICENSE:** Possession of a valid California Driver's License, proof of auto insurance

**SALARY:** Compensation DOE. Position hours: 25-35 hr/wk

## **BENEFITS:**

- Optional health insurance, dental and AFLAC (for employees 30+ hours/wk)
- CALPERS retirement
- 12 paid holidays
- 18 days paid vacation
- 2 "floater" holidays
- 12 days sick leave

**POSITION CLOSES:** Urgent need to fill

**TO APPLY:** Please submit ALL of the following documents to the Human Resources Manager, at the address above or email to [rsmellus@mcyp.org](mailto:rsmellus@mcyp.org) Application forms may be obtained online at [mcyp.org](http://mcyp.org), at our office, by mail, e-mail, or fax.

1. MCYP employment application
2. Cover letter indicating why you are applying for this position
3. Resume

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