



## **Office Coordinator Behavioral Health Department**

The Juvenile Justice Center of Philadelphia (JJC) is a non-profit, multi-service organization that serves the needs of disadvantaged children, youth and families. Our mission is to maintain families through supportive services, to prevent children and youth from being placed in care, and also to ready families for reunion with their children. JJC has an **Office Coordinator** opening at our Coulter Street office location.

### **Job Summary**

The Office Coordinator is an integral team member of the Behavior Health department. The Office Coordinator would provide excellent front office customer service to individuals and families of JJC's BH services. The Office Coordinator would assist doctors in maintaining their schedules and appointments. Other main priorities of this position is coordinate transcription of reports, maintenance of client charts, assisting with referrals, working with insurance companies and pharmacies to meet guidelines and authorizations and general office management. The Office Coordinator will also assist individuals and families with paperwork, referral process, and other necessary items. He/she will have full responsibility for maintenance of doctors' office schedules and duties, including scheduling/rescheduling appointments, check in/out processes, assessing availability, communicating the schedules to staff, and coordinating transcription.

### **Qualifications**

- Associate's degree in business, medical or human service related field.
- Three years of administrative experience working preferably in the behavior/mental health field or medical office environment.
- Excellent organizational, mathematical, communication and detail oriented skills.
- Excellent interpersonal and customer service skills
- Computer literate in Microsoft Office, Access databases, medical health

records, data entry and the ability to learn new software applications as needed.

- Ability to work independently, as well as collaboratively.
- Ability to type and enter data quickly and accurately.
- Ability to generate, analyze and submit reports using a computer database.
- Ethical and fiscal integrity and accountability
- Ability to multi-task without compromising quality, particularly when managing a variety of duties that may be interrupted or changed by immediate circumstances.
- Valid Child Abuse (Act 33), Criminal History, and FBI clearances
- Participation in and completion of all CBH mandatory in-services

JJC is an Equal Opportunity Employer, embracing diversity and inclusion in all of its services.

JJC offers salary compensable with experience. Competitive benefits and comprehensive benefits: Medical/Prescription Insurance/Dental Insurance/Vision Insurance/Life Insurance/Short and Long Term Disability/Vacation/Paid Sick Time/Holidays/ 401(k) Retirement Plan

Please send resume, cover letter and salary requirement to [hrdepartment@juvenilejustice.org](mailto:hrdepartment@juvenilejustice.org)