

## Mental Health Association in Orange County, Inc.



### Home and Community Based Services (HCBS) Program Assistant - Temporary Job Posting

- I. Title:** HCBS Program Assistant
- II. Reports to:** Home and Community Based Services (HCBS) Manager
- III. Job Objectives:**
- Work as an integrated team member in the HCBS Program.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and **WELCOME Orange**.
- IV. Qualifications:**
- Education:**
- High School Diploma with 2 years of experience in human services.
- Experience:**
- Effective written and oral communication skills.
  - Experience with Health Homes preferred.
  - Knowledge of Medicaid procedures preferred.
  - Familiarity with Electronic Health Records preferred.
  - Proficiency in Microsoft Excel and Microsoft Word.
  - Ability to work independently with minimal direct supervision.
  - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
  - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
  - Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
  - Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.
- Responsibilities:**
- Support the HCBS Program Coordinator with administrative duties.
  - Complete monthly tracker.
  - Maintain HCBS files.

- Attend trainings and meetings relevant to HCBS services.
  - Submit monthly documentation to agency and funding sources.
  - Maintain all client files according to program policies and procedures.
  - Schedule appointments for program participants with HCBS staff.
  - Assist with filing and organization of program participant files.
  - Assist with completion of monthly billing.
  - Assist with referrals including but not limited to: sending information letters and phone contacts.
  - Provide data entry into electronic health records.
  - Provide regular outreach to market and promote HCBS services.
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- ***Other Duties:***
    - Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.
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- ***Terms of employment/benefits:***
    - Non-Exempt.
    - Forty (40) hours per week.
    - Temporary position with funding through 12/31/2020 (subject to change).
    - Not eligible to apply for internal MHA positions until timeline of contract is completed.
    - This is not a benefits eligible position.
    - Paid holidays and sick leave according to MHA policy.

**Please send letter of intent and resume to:**  
**Kelly Czvik**  
**Mental Health Association in Orange Co. Inc.**  
**73 James P. Kelly Way**  
**Middletown, NY 10940**  
**or fax to (845) 343-9665**  
**or email to [kczvik@mhaorangenyc.com](mailto:kczvik@mhaorangenyc.com)**