



## **Administrative Coordinator**

The Brookline Center is a dynamic, culturally responsive community mental health center that has strived to meet the evolving mental health needs of Brookline and Greater Boston children, families, and adults for over 60 years. The Center serves clients with a broad range of emotional disorders from diverse population groups.

The Brookline Center is seeking a full-time **Administrative Coordinator** to provide administrative support to the Center's clinical staff. Administrative support includes, but is not limited to, client registration, billing inquiries, obtaining authorizations, and reception coverage. The **Administrative Coordinator** reports to the Administrative Department Manager.

***We are actively interested in ensuring that the Brookline Center for Community Mental Health represents a range of experiences and backgrounds. Qualified candidates with diverse racial, cultural, multilingual, religious, class, and/or gender backgrounds and experiences are strongly encouraged to apply.***

### **JOB REQUIREMENTS**

- Bachelor's preferred, but not required
- Experience working in a medical or behavioral health setting preferred, but not required
- Excellent interpersonal and organizational skills
- Attention to detail and ability to multitask in a fast-paced work environment
- Desire to work collaboratively with Administrative Department team members
- Knowledge of electronic medical records, Microsoft Office, and general comfort level with online platforms
- The ideal candidate would be committed to working with a diverse clientele
- Ability to work full-time with flexibility to work early mornings (8am) and evenings (until 8pm)
- Able to work remotely and on-site (determined by COVID regulations)
- Bilingual abilities are highly desirable

### **RESPONSIBILITIES:**

- Send and track new client registration paperwork
- Coordinate release of medical records in collaboration with Chief Medical Officer
- Register new clients in electronic health record
- Coordinate and track receipt and distribution of insurance authorizations
- Update information, including insurance coverage, and client demographics in electronic health record
- Manage distribution of electronic faxes
- Request and post client payments
- Manage informational inquiries from clients and clinicians
- Coordinate and track client record archives
- Sort and distribute mail
- Attend and participate in department and all staff meetings as required
- Participate and provide support in administrative initiatives and projects as required
- Complete all tasks in a timely manner

**Hours and Benefits:** This a full-time hourly position, 40 hours/week with paid overtime.

- Monday to Friday, shift schedule to be determined by Administrative Department Manager.
- Shifts may include mornings (8am) and evenings (8pm)

The Brookline Center offers a supportive and stimulating work environment; professional growth opportunities; and a comprehensive benefits package that includes employer paid medical and dental insurance, pre-tax savings and retirement plans, and generous paid time off.

**Hourly Rate:** \$16-18/hour dependent on experience

To apply, email resume and cover letter to: [lisaleccacorvi@brooklinecenter.org](mailto:lisaleccacorvi@brooklinecenter.org).

*Equal employment opportunity*

*The Brookline Center is an equal opportunity employer, committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*