



PRACTICE MANAGER

CHARLESTON FAMILY SERVICES CLINIC – N. CHARLESTON, SC

South Carolina Youth Advocate Program (SCYAP) is seeking an experienced administrator responsible for meeting practice goals and ensuring efficient clinic administrative and business operations, and for providing admissions and schedule oversight of clinic services provided by a team of therapists providing assessments and psychotherapy to children, adolescents, and their families. Full-time position available in the N. Charleston, SC office (Charleston Family Services Clinic), and will report to the Senior Director of Community-Based Services or designee.

Expected qualities:

- Experience working in clinical settings and dedication to working with at-risk populations
- Desire to work in a fast-paced environment
- Ability to provide consistent leadership and to facilitate interpersonal relationships among professional and support staff as well as to act as liaison between clinic/company management and other departments
- High energy, motivation, with strong work ethic and ability to work independently
- Ability to understand the vision and goals of the practice and to work to obtain these goals both independently and under the direction of company/clinic management

Minimum position requirements:

- Associate's degree from accredited educational institution (bachelor's degree in business or human services preferred)
- Experience in area of healthcare or child welfare administration (minimum of 2 years)
- Knowledge of and/or ability to learn contractual/Medicaid/accreditation standards, insurance requirements, and program specific policies and procedures
- Reliable transportation

Duties include (but are not limited to):

- Responsible for day-to-day business operations of clinic
- Provide supervision over schedules of a variety of clinical and treatment services including intake/diagnostic assessment, follow-up/mental health comprehensive assessments, individual, group, and family therapy and crisis intervention
- Maintain office assignments/schedules of administrative and clinical staff and ensures communication with referral source and/or families to maintain high compliance with scheduled appointments
- Collaborate with the Clinical Director and program directors to provide operational and administrative oversight of clinical staff within program including mental health clinicians, administrative staff
- Ensure appropriate admission and referral processes and data, and responsible for reports on admissions, utilization review, productivity, records management, service delivery, etc. as needed
- Liaise with agency's admissions, billing, utilization review, and other departments to process appropriate functions for service delivery
- Review and monitor service documentation to ensure timely submission of documentation that meet appropriate billing and insurance standards



- Assist with promoting mental health services to referral sources and act as a representative to community stakeholders
- Performs other related duties as required
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For consideration, please e-mail resume to:

**South Carolina Youth Advocate Program
140 Stoneridge Drive, Suite 350, Columbia, SC 29210
Attn: Human Resources Department/ALR
E-mail: aroddy@scyap.com**

Please indicate position in subject line. No phone calls please. Position will be posted until filled.

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