



PRACTICE ASSOCIATE (ADMINISTRATIVE ASSISTANT) OUTPATIENT BEHAVIORAL CLINIC IN COLUMBIA, SC

South Carolina Youth Advocate Program (SCYAP) is a youth and family serving organization seeking a Practice Associate to provide administrative support for our growing Family Services Outpatient Mental Health Clinic in N. Charleston, SC. In addition to strong organizational, customer service, and people management skills, this candidate should have a passion for working with at-risk and vulnerable children and families. He or she will be responsible for elements of operations and administrative tasks that help facilitate the provision of mental and behavioral health services.

A Practice Associate must understand the goals of SCYAP, and be eager to work both as a team and independently as a part of our overarching mission. Strong customer relations skills are imperative to this role, with the ability to relate well to patients, clinicians, employees, and other professionals. In addition this candidate must have the ability to remain calm and exhibit tact in stressful and/or delicate situations, and must have the ability to handle confidential issues with discretion.

Position Requirements:

- Minimum of a High School Diploma or equivalent; Associate's or Bachelor's Degree preferred
- Minimum of two (2) years of experience in the area of healthcare or child welfare administration; experience with front office management preferred
- Able to effectively manage schedules of multiple providers while acting as liaison with various referral sources
- Strong organizational, customer service and people management skills
- Proficient in Microsoft Office, data management systems, and electronic medical records (EMR)

For consideration, please email 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.

We are an Equal Opportunity Employer- M/F/D/V