



PRACTICE ASSOCIATE OUTPATIENT BEHAVIORAL CLINIC IN COLUMBIA, SC

Full time position available in the Columbia Clinic; will report to the Director of Community-Based Services or designee. South Carolina Youth Advocate Program (SCYAP) is a youth and family serving organization seeking a Practice Associate to provide administrative support to a growing Family Services Outpatient Mental Health Clinic. In addition to strong organizational, customer service, and people management skills, candidates should have a passion for working with at-risk and vulnerable children and families. Position will be responsible for elements of operations and administrative tasks that help facilitate the provision of mental and behavioral health services.

Job Related Education/Experience:

- Minimum of a High School Diploma or equivalent; Associate's or Bachelor's Degree preferred
- Minimum of one (1) year of experience in the area of healthcare or child welfare administration
- Proficiency in Microsoft Office, data management systems, and electronic medical records (EMR)

Job Related Skills/Competencies:

- Ability to understand the goals of SCYAP and to effectively work both independently and as a team to further SCYAP's overarching mission
- Ability to learn, understand, and perform general practice and admissions procedures and protocols, including but not limited to handling front desk operations, medical records processing, scheduling, and reconciliation of documentation
- Ability to effectively coordinate schedules of multiple providers while acting as liaison with various referral sources
- Demonstrate regular, dependable attendance, including the availability to work to afternoons and early evenings during the business week
- Exhibit excellent customer service and a positive attitude toward clients, families, and interdisciplinary team
- Maintain professional working relationships with interdisciplinary team, associates, clients, families, vendors, etc. with integrity
- Ability to remain calm and exhibit tact in stressful and/or delicate situations, and must have the ability to handle confidential issues with discretion
- Maintain confidentiality of all proprietary and/or confidential information
- Perform other duties as assigned

For immediate consideration, please provide 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