



POSITION AVAILABLE

Outreach Community Ministries, Inc. (OCM) is a Christian, community service organization seeking to attract and hire a diverse staff of highly competent professional employees.

Position Title: **Counseling Program Practice Manager**

Division: **Outreach Community Counseling Centers**

Outreach community counseling centers are located in Carol Stream, Wheaton and Warrenville and provide individual, couple, family and group therapy for a full range of concerns including family conflict, depression, anxiety, trauma and loss as well as crisis intervention for runaway and homeless teens and transitional housing for young women. Additionally, the counseling center in Carol Stream offers evaluation and treatment for ADHD, psychological testing for emotional and learning disabilities and wellness.

Job Responsibilities: Develop and manage the business operations of all counseling centers. Manage insurance billing schedules and remittance rates; follow through to ensure successful remittance collection from insurers for all behavioral health and assessment clinic work; originate applications for counselors to be placed upon specific insurance panels utilizing CAQH methodology. Maintain accreditation of licensure for staff and provide scheduling and logistical support for clinical trainings.

Requirements: Bachelor's degree in a related field; excellent verbal and written communication skills; highly organized with a keen attention to detail; strong technical ability and intermediate to advanced skills in Microsoft Word, Excel, PowerPoint and Outlook; strong database familiarity; basic knowledge of health insurance, HIPAAA regulations, and generally accepted accounting principles (GAAP); ability to problem solve and develop effective processes and systems in a new and growing position. At least two years of related experience. Preferred candidate would have previous experience working with insurance companies and/ or billing. A Commitment to OCM's Statement of Mission and Faith is required.

Status: Part-time at 25 hours per week. Monday–Friday from 9am to 2pm.

Compensation: The hourly rate for this position falls between \$18 and \$20 based on education, skills, and experience.

Apply Online: www.outreachcommunityministries.org

Date Posted: July 11, 2018

OCM complies with all applicable state and federal laws pertaining to nondiscrimination in employment, including nondiscrimination on the basis of race, color, sex, national origin, age, and disability. As a religious organization, OCM reserves the right to make employment decisions based on its religious identity, as permitted by state and federal law.