



Job Opportunity

Child & Adolescent Behavioral Health

Position: Clinical Department Administrative Assistant

Overview

Now more than ever, mental and behavioral health care for kids is needed in our community. Child & Adolescent Behavioral Health is looking to meet the growing demands by hiring a full-time Clinical Department Administrative Assistant.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the support they need. We are a collaborative network of child therapists, psychiatrists, PMHNPs, case managers, school staff, community partners and other mental health professionals working toward a common goal. Together, we provide a positive environment for kids and their families to find health, hope and happiness.

We are looking for enthusiastic individuals to join one of the most innovative therapeutic mental health programs in Stark County. C&A is recognized by Zippia and The Cleveland Plain Dealer/cleveland.com as a Top Workplace in Stark County. We offer a compassionate, supportive, accountable work environment to help you grow your career, along with a comprehensive benefits package that includes generous and affordable medical, dental, life insurance, retirement and paid time off.

Job Descriptions/Duties

- The Clinical Administrative Assistant will provide support functions for the Chief Clinical Officer (CCO) or other clinical staff, as directed by the CCO.
- Job duties will include, but are not limited to:
 - Provide scheduling and calendar management for the CCO, schedule clinical meetings and reserve rooms as requested.
 - Take minutes for clinical meetings including Clinical Supervisors, Full Clinical Staff, PsychComm, Learning Panel, and others as may be requested by the CCO.
 - Update and maintain Clinical Supervisor On Call List.
 - Monitor Youth Mobile Crisis emails and communicate to applicable clinical staff as indicated.

- Monitor and communicate clinical data to the CCO and other clinical supervisors as assigned.
- Assist Program Managers as requested by the CCO, including:
 - SIBR referrals, court reports, and tracking
 - School-based year-end and other reporting
 - Doc Intern correspondence and luncheon
- Ordering for clinical staff as approved by the CCO.
- Sit on Learning Panel, publish monthly LP Newsletter, assist at trainings as requested, assist with information necessary to provide training CEUs, and track specified clinical training completions.
- Respond to calls received regarding wait list and access issues.
- Answer questions and assist clinical staff with resources as appropriate.
- Other duties related to C&A and clinical department functions, as assigned.

Skills and Experience

- Must have good working knowledge of NextGen
- Must be organized, efficient, flexible and be able to handle multiple and varied tasks daily
- Knowledgeable of clinical services, programs, departments, and resources at C&A
- Ability to work effectively with other professionals, both inside and outside of C&A
- Must have excellent communication skills and be able to function well as a team member
- Must be skilled at using technology (Word, Excel, Teams, Zoom, etc.)

Why Child & Adolescent Behavioral Health

At Child & Adolescent Behavioral Health, we are here for you, so you can be there for them. We provide a supportive environment for our clinical therapists to grow and lead in their careers, and in turn, you bring unmatched compassionate care and expertise. We have been recognized as one of the Top 10 Best Companies to work for in Stark County, because we strive to take care of our team at work and at home.

Recognition and Awards

Child & Adolescent Behavioral Health has been recognized and ranked on three Zippia lists:

- Best Non-Profit Companies to Work for in Ohio
- Best Companies to Work for in Canton, Ohio
- 2022 Top Workplace for Non-Profits in Northeastern Ohio by Cleveland Plain Dealer/cleveland.com
- Canton Regional Chamber of Commerce Community Salute Award - 2018 Award of Appreciation

Location

We have four locations in Stark County including downtown Canton, Belden Village, Alliance and Plain Township.

Salary Range/Compensation: Based upon experience and skills.

Hours: Full-time. Some evening hours may occasionally be required.

Location: This position is at the Belden office.

Send resume/apply to: recruiting@childandadolescent.org

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