

FULL TIME - OPEN POSITIONS AT ECKER CENTER as of October 30, 2024

Ecker Center for Behavioral health is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer

Intake/Assessment Coordinator, Intake/Assessment

Responsibilities:

- Provide daily leadership/clinical consultation to intake/assessment specialists, behavioral health specialists, and care coordination specialists.
- Provide oversight and assign clients to staff caseloads, monitor due dates and assist team as needed in staying current with documentation on their caseloads. Run monthly caseloads.
- Assist Intake/Assessment Supervisor in leading a monthly Intake/Assessment Meeting
- Assist Intake/Assessment Supervisor maintain monthly intake stats.
- Accept assessments assigned by Intake/Assessment Supervisor. Complete assessments as scheduled in a timely manner. Evaluate individuals for appropriate services and make all necessary referrals, both within and outside the agency.
- Assist in developing services to a caseload of clients, who have a mental illness which is serious and persistent.
- Assist individuals who live independently in the community via linking and referring to housing, food and transportation resources, applying for entitlements, providing counseling and life skills training and advocating for the individual's needs.
- Provide intervention and support in times of crisis
- Review and sign off on non-licensed clinicians' paperwork as assigned as the QMHP and/or LPHA as appropriate.

Qualifications:

- Master's Degree in human services field and will obtain valid clinical license (LCPC, LCSW or LMFT) in the human service field within one year
- One-year clinical experience
- Willingness to work a flexible schedule, if needed
- Valid Illinois driver's license, insurance, and automobile and willingness to transport client when necessary

Hours: Monday, Wednesday, Friday, 8:30am – 5pm, Tuesday and Thursday 9:30am – 6pm. 40 work hours weekly.

ATOD Prevention Specialist, ATOD – 2 positions available

Responsibilities:

- Be part of an energetic and fun environment working closely with youth to provide alternatives to make a life changing positive impact
- Be involved with youth on attending summer camp, leadership conferences, motivational activities for youth
- Maintain positive lines of communication and support towards youth and their parents
- Involvement in all DHS ATOD prevention grant deliverables for youth targeted population
- Establish and maintain relationships with appropriate staff/persons in other agencies, schools and other community organizations
- Create and implement presentations to serve the needs of the community and increase community awareness of prevention (i.e., Kane County Institute Days, Elgin Police Department Panel Discussions)
- Maintain adequate activity records and submit requested reports to the ATOD Supervisor as directed
- Maintain a working knowledge of substance misuse with emphasis on local situations and developments
- Participate in activities/conferences that update knowledge and skills in prevention and the field of substance misuse in general
- Make recommendations concerning programs, policies, procedures and materials needed to improve the functioning of the Prevention Program as well as the Agency overall.

Qualifications:

- Bachelor's degree or equivalent experience; or Prevention Certification and/or certification in a related field
- Must have excellent English communication skills
- Must be able to work a flexible schedule and be able to travel
- Valid Illinois driver's license, automobile insurance and vehicle
- Bilingual Spanish is preferred, but not essential

Hours: Monday – Friday, 40 work hours weekly. Schedule can fluctuate 7am – 3:30pm or 9am – 5:30pm.

Some evenings and weekends on special events

Care Coordination Specialist, Intake/Assessment – 2 positions available

Responsibilities:

- Assist clients in referring and accessing necessary resources, including mental health services, substance use treatment, housing, educational, employment, and social services as necessary to facilitate wellness and recovery of the whole person. Obtain necessary consents for sharing information with community partners including documenting attempts and revisiting periodically.
- Assist in maintaining a caseload of clients, who have a mental illness and/or substance use challenges and ensure individuals have access to primary and other supportive care services.
- Collaborate with multidisciplinary teams to develop and implement individualized care plans that address clients' mental health, physical health, and social needs.
- Provides minimum monthly outreach and supports to a caseload of individuals engaged in behavioral health services ensuring their insurance or other payor information is up to date.
- Build and maintain relationships with local inpatient acute-care hospitals and related facilities, such as emergency departments and outpatient clinics. Ensure timely communication by documenting efforts to contact individuals discharged from these settings within 24 hours, including managing the transfer of health records related to their services.
- Complete treatment plans, annual re-assessments, and IATPs for a caseload of clients, DLA and LOCUS assessments as required.

Qualifications:

- Bachelor's Degree in Human Services field or 5 years equivalent experience to qualify as an MHP
- Bilingual Spanish preferred
- Experience working with co-occurring mental health and substance use needs and/or the unhoused a plus
- Valid Illinois driver's license, automobile insurance and vehicle

Hours: 40 hours/week; Monday to Saturday with schedule flexibility. One evening and/or weekend day required.

Mobile Crisis Counselor, MCR

Responsibilities:

- Provide triage, assessment, crisis de-escalation/resolution, coordination with local hospitals, police, fire, medical, and behavioral health services, crisis planning, and follow-up
- Manage walk-in, telephone, and community-based crises
- Deliver services primarily in the community where the client is located, including shelters and client homes
- Provide referral and disposition options appropriate to the client's needs and safety including warm hand-offs to referral sources. Schedule outpatient follow-ups.
- Respond to Call4Calm requests and regional crisis call hubs such 988
- Evaluate unfunded individuals and apply for Medicaid. Coordinate with the CARES line for individuals funded with Medicaid
- Serves as QMHP for MHP and CRSS level staff providing Crisis Intervention on the Mobile Crisis Team

Qualifications:

- Master's degree in human service field with experience providing crisis intervention
- Experience working with adults and children with mental health and/or substance use needs
- Bilingual Spanish preferred
- Must be able to work independently and be willing to travel in the community (Kane County and nearby Cook)
- Willing to transport clients when appropriate, current driver's license, automobile, and auto insurance required

Hours: Monday – Friday (overnight), 12am – 8:30 am 40 hours/week

SAP and HUD Supervisor, SAP & HUD

Responsibilities:

- Oversees daily operations and provides clinical oversight to the Supported Apartment Program (SAP) and HUD Program to ensure operations run smoothly and that program development is responsive to individual and community needs
- Provides leadership and guidance to the residential treatment team in implementation of IATP goals and provision of services per program policy and procedure
- Ensures documentation and reporting requirements for HUD and SAP programs are being met
- Provides a full range of clinical services including assessment, therapy, counseling, crisis intervention, treatment planning, case management, medication monitoring, consultation, and community support services.
- Supports Leadership Team members to assure agency Joint Commission, Rule 132, Rule 140, HUD, Medicaid, and Medicare compliance

Qualifications:

- Master's Degree in Human Service Field, meets definition of a QMHP
- Minimum of five years clinical experience
- Minimum of two years supervisory/administrative experience, supervisory experience in a residential setting a plus experience working with co-occurring mental health and substance use needs and/or the unhoused a plus
- Valid driver's license, insurance, vehicle and a willingness to transport clients as necessary.

Hours: Monday – Friday, 8am – 5pm (40-hrs week) with some flexibility; periodic evenings and weekends as needed for coverage and supervisory activities

Senior Billing Specialist, Business Office

Responsibilities:

- Verify client insurance coverage and benefits
- Verify client income and complete Fee Share Agreements
- Data entry of client billing and insurance information
- Post client and insurance payments and balance payments daily
- Analyze denials & refunds and take appropriate steps for correction and resubmission
- Review client accounts for billing errors, updates, and issue adjustments as needed

Qualifications:

- Bachelor's degree required; Degree or coursework in Health Information Management, Health Care Administration, Business, or related area preferred.
- A minimum of 3 years of experience in Medical Billing with an emphasis on medical claims and denials.
- Experience in Medicaid billing required.
- Experience with Carelogic a plus.
- Experience in Mental Health and Substance Use setting highly preferred.
- Bilingual Spanish preferred
- Possess a working knowledge of medical insurance terminology
- Proficiency in Microsoft: Word, Excel, and Outlook
- Strong verbal and written communication skills
- Strong problem-solving skills; able to anticipate problems/solve them as they occur
- Thorough attention to detail

Hours: Mon – Fri 8:30 am – 5pm, 40 hours per week