

FULL TIME - OPEN POSITIONS AT ECKER CENTER as of February 03, 2025

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

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
- Resolve/handle all incoming emails regarding Intakes and Billing inquiries for the agency 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:

- High School Diploma
- Proficiency with numbers
- Computer skills required
- Proficiency in Microsoft: Word, Excel, and Outlook required
- Experience in a Behavioral Health (preferred) or Medical setting
- Experience with claims processing and denials preferred
- Strong problem solving skills; able to anticipate problems/solve them as they occur
- Thorough attention to detail

Hours: Monday – Friday, 8:30am – 5pm, 40 hours per week

Hiring Salary: \$37,440.00 – \$41,600.00 annually. Depending on skills and qualifications

Case Management Coordinator, Case Management

Responsibilities:

- Provide daily leadership/clinical consultation to case managers.
- Orient newly hired staff assigned to the team. Provide training to all Ecker staff, when appropriate, to ensure their ability to assist in client assessment processes as needed. Provide leadership and assistance to all team members as assigned.
- Provide treatment to and assist in developing case management services to a caseload of clients who have a mental illness which is serious and persistent.
- Provide a full range of clinical services including assessment, counseling, crisis intervention, treatment planning, case management, community support, consultation, and rehabilitative services. This may include group and individual work, at the center, in the community or in the home. Maintain minimum billing expectations.
- Develop goal oriented IATP's that are strength-based, and needs focused on all assigned clients at least every six months or as the client's plan requires. Follow the daily clinical directives and assignments of the Case Management Supervisor in the implementation of IATP goals.
- Assist in ensuring that clients receive entitlements for which they are eligible, that adequate housing is located in the most normalized setting possible, and that all necessary medical, social, and psychiatric services are located.
- Monitor and ensure any required reporting is completed for TAC, DRC, Bridge, SRN Housing, IHPA, Fitness Restoration, Transitional Community Care and Support, MHJJ and Re-Entry programs.
- Support management of referrals and waitlist activities.

Qualifications:

- Master's Degree in human services field preferred, but will consider someone with a Bachelor's Degree in human services field
- Minimum of 3 years of clinical experience
- Willingness to work a flexible schedule, if needed
- Must have valid Illinois driver's license and automobile and a willingness to transport clients as necessary

Hours: Monday – Friday, 8am – 4:30pm, 40-hour work week

Hiring Salary: \$45,760.00 – \$56,576.00 annually. Depending on skills and qualifications.

Mobile Crisis Mental Health Professional, MCR

Responsibilities:

- Provide crisis intervention and case management services in the community to clients referred to Mobile Crisis Team under the direction of a QMHP
- Provides 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.
- Delivers services primarily in the community where the client is located, including shelters and client homes.
- Provides referral and disposition options appropriate to the client's needs and safety including warm hand offs to referral sources. Schedules outpatient follow ups.
- Responds to Call4Calm requests and regional crisis call hubs such as the future 988.
- Evaluation of unfunded individuals and apply for Medicaid. Coordinates with CARES line for individuals funded with Medicaid.

Qualifications:

- Bachelor's Degree in human services field or 5 years' experience including 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 drivers license, automobile, and auto insurance
- Willing to transport clients when appropriate, current driver's license, automobile, and auto insurance required

Hours: Please specify which schedule is of interest

- 1) Monday – Friday (*overnight*), 12am – 8:30, am 40 hours/week
- 2) Monday – Friday 7:30am – 4pm, 40 hours/week

Hiring Salary: \$45,240.00 – \$49,816.00 annually. Depending on skills and qualifications.

Outreach & Engagement Case Manager, Case Management

Responsibilities:

- Identifies and supports individuals that may need assistance with locating housing, shelter or other community resources.
- Link homeless individuals with housing, medical, dental care, mental health, substance abuse and employment services as needed.
- Assist homeless individuals in applying for benefits. Strive to maintain weekly engagement of homeless individuals.
- Manage statistical data on engagement activities.
- Assess the needs of homeless individuals identified in the Casework Command Meetings.
- Teaches budgeting and other independent living skills, manages representative payee responsibilities.
- Plans for and participates in scheduled case management and community support services and initiates unscheduled services.
- Completes assessment and other documentation requirements within 48 hours of service delivery.
- Services are primarily off site in the community.

Qualifications:

- Bachelor's Degree in Human Service Field plus minimum one year mental health experience.
- Experience working in street outreach settings preferred
- The ability to work cooperatively with mentally ill, substance using, and unhomed individuals. Adults struggling with mental illness and/or co-occurring substance use needs.
- Must have valid Illinois driver's license, auto insurance and automobile.
- The ability to work cooperatively with adults struggling with mental illness and/or co-occurring behavioral health services.
- Ability to work in varying physical environments which may include uneven outdoor terrain and inclement weather.
- Willingness to work a flexible schedule, if needed.
- Valid Illinois Driver's License, auto insurance and automobile and willingness to transport clients when necessary

Hours: Monday – Friday, 9am to 5:30pm - 40 hour work week, some flexibility in schedule

Hiring Salary: \$43,680.00 – \$54,496.00 annually. Depending on skills and qualifications.