**PART TIME - OPEN POSITIONS AT ECKER CENTER as of April 18, 2024**

***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
* 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**:

* High School Degree
* Proficiency with number
* Proficiency in Microsoft: Word, Excel, and Outlook required
* Previous experience in a Behavioral Health (preferred) or Medical setting
* Previous 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 - Weds and Fri 8:30 a.m. – 1:30 p.m. (20 hours per week)

**Emergency Therapist, PEP – Ascension St. Joseph Hospital**

**Responsibilities:**

* Provide emergency assessments and crisis intervention to adults and children at hospital emergency department in Elgin
* Arrange psychiatric hospitalization and referrals as necessary

**Qualifications:**

* Bachelor’s Degree in human services field including experience providing crisis intervention
* Must have valid Illinois driver's license, auto insurance and vehicle

**Hours:** Saturday, 7:00pm - 7:30am, 11.5 hours per week

**WEEKEND Mental Health Professional OR Rehabilitative Support Associate RSA, Crisis Programs**

**Responsibilities:**

* Delivers services, primarily in the form of crisis care, leading groups and providing psychoeducation, providing case management (including applying for/maintaining public entitlements), admissions, discharges, and IATPs
* Monitors CSP milieu
* Supports gathering National Outcomes Measurements (NOMS) on all CSP admissions
* Provides triage, rapid evaluation/assessment, preliminary diagnosis, brief crisis counseling, crisis de-escalation/resolution/care plan, coordination with local hospitals, police, fire, medical and behavioral health services, crisis planning, counseling, skill development and emotional support based on individualized treatment goals and discharge ​plans
* Provides referral and disposition options appropriate to the client’s needs and safety including scheduling outpatient follow up and warm hand offs

**Qualifications:**

* Bachelor’s Degree in human services field or 5 years’ behavioral health experience including experience providing crisis intervention
* Experience working with adults with mental health and/or substance use needs
* Must have a valid Illinois driver’s license, auto insurance, and automobile
* Ability to administer CPR
* Willingness to work a flexible schedule if needed

**Hours: Please specify which schedule is of interest**

1. RSA or MHP: Saturday, 4pm – 12am, 8 work hours **every week** (CRP)  
   and/or
2. RSA or MHP: Sunday, 12am – 8am 8 work hours **every week** (CRP)   
   and/or
3. RSA or MHP: Saturday, 12am – 8am 8 work hours **every week** (CSP)  
   or
4. RSA/MHP: Saturday, 8am – 8pm, 12 work hours **every week** (CSP)
5. MHP: Sunday, 8am – 8pm, 12 work hours **every week** (CSP) – 2 positions available

**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:** Saturday, 8:00 pm – 8:30 am, 11.5 hours per week