



***Reputable Community Healthcare Clinic seeks Behavioral Health Coordinator
Join an organization which is respected and well loved by the Community we serve!***

This is a great opportunity to share your work with an organization that cares for the community of Healdsburg, Windsor, Geyserville, and beyond.

At Alliance Medical Center (AMC), we believe everyone deserves the highest quality care. We provide primary medical and dental care within a broad array of services - including prenatal, a teen center, all ages dental care, mental health, nutrition health services - that help our patients' live healthier lives.

Our mission is to improve the health and wellness of our diverse communities. We provide accessible, caring, and high quality healthcare services. We are a recognized Federally Qualified Healthcare Center (FQHC) leader in improving the health of our communities. We are proud to serve a diverse population of approximately 13,000 predominantly Spanish speaking patients.

AMC's Healdsburg and Windsor Medical locations are both recognized PCMH (Patient Centered Medical Home) sites and we are proud to be eligible to recruit National Health Service Corps Scholars, Physicians, and Registered Nurses with student loan repayment needs with Highest HPSA Primary Care score 16!

Alliance Medical Center is actively seeking a Full Time Behavioral Health Coordinator

What you will do at AMC:

Coordinates, schedules, and provides registration support to Behavioral Health (BH) Providers at Healdsburg and assists Windsor front office to appropriately learn to schedule BH appointments in order to: 1) help the Director of BH to ensure productivity goals are consistently met; 2) assist in implementation of BH protocols to provide prompt access to BH services by ensuring appropriate referrals and efficient triage/scheduling of referred BH patients; 3) assist in ensuring timely access to BH care for patients stepping down from hospitalization or county care, 4) assist staff with screening of new referrals to ensure patient eligibility for BH services at AMC and 5) assist in ensuring that staff consistently complete PRE-intake requirements (such as ROI, intake questionnaires, or CIP county referral form) for all referrals. Supports BH staff to deliver seamless integrated behavioral health services in the primary care setting.

The Behavioral Health Coordinator at Alliance Medical Center has the following qualifications and skills:

- Ability to read, write and speak fluently in Spanish and English required.
- Minimum two years' experience as a Medical Assistant/Community Health Worker required
- Able to deal with stressful situations using emotional awareness and emotional intelligence required
- Extensive knowledge of programs/insurance & access/eligibility guidelines and applications is required which includes knowledge of the following programs: Medi-Cal, CHDP, CPSP, Presumptive Eligibility, Family Pact, Sliding Scale.
- 2 years Medical/Dental Receptionist and/or Customer Service Skills experience is required.
- Has excellent social skills to consistently inform and remind patients about behavior health support groups, wellness groups, and dental services required.
- Has excellent problem-solving skills to coordinate BH provider schedules and create BH provider availability required
- Demonstrative organizational/time management skills; ability to multi-task in a fast-paced and often stressful environment; demonstrative flexibility in regards to job duties and assignments; able to work effectively

independently and as part of a team to organize tasks, problem solve, make decisions, while handling multiple priorities required.

- Familiarity with EMR/EPIC system preferred.

Why AMC?

Mission driven organization with great pay, complete employee benefits package including paid vacation and 403(b) plan with a generous employer match. This is a unique opportunity to work in a positive environment and make a difference within the community!

How to apply:

Local Candidates Only. Please email your resume with job title in subject line to: hr@alliancemed.org OR fax resume to (707) 385-2148

Alliance Medical Center is an Equal Opportunity Employer. No third party recruiters please. Please no phone call inquiries.