

JOB ANNOUNCEMENT

The Jelani Family Transitional Housing Program is a sober living transitional housing program that is designed to support those who are on their way to regaining independence in their lives. This program is currently seeking a part-time Intake & Billing Clerk.

POSITION: INTAKE & BILLING CLERK - Part-time

Classification: Non-Exempt

Supervisor: Program Director

GENERAL DESCRIPTION:

Under general supervision, this position is responsible for oversight of client initial intakes, service billings, and data collection and input, collection and accounting of client fees.

EXAMPLES OF DUTIES:

- Responsible for intake of all clients who enter the programs; manages the programs' waiting lists of clients interested in enrolling for services.
- Prepares initial chart documents for new clients.
- Schedules appointments for clients as required; complete various intake and billing forms as necessary.
- Prepares financial and billing reports as required; submits monthly reports of appropriate administrative staff.
- Reviews charts on a regular basis for accuracy of intake and billing information; performs chart revision and chart filing.
- Assist in the development of client fee schedules and payments arrangements as required.
- Assists in answering telephones, and provides other clerical duties as necessary.
- Trouble shoots IT problems; facilities management

- Performs related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS:

Completion of high school; supplemented by three years work experience in medical billing and intake functions. Requires the ability to organize, review and update intake and billing related areas of client charts. Must be proficient in the use of the following programs: Microsoft Word, Outlook and Excel. Must possess good typing, organizational, billing skills. Knowledge and experience working underserved populations. Requires sensitivity to the needs of People of Color populations and minority issues.

How to Apply: Resume – Bayview Hunters Point Foundation for Community Improvement, 150 Executive Park, #2800, SF, CA 94134 or info@bayviewci.org or fax 415-468-5104