



**LA CHEIM SCHOOL, INC.**  
**Job Description**



**Job Title:** Admissions Manager

**Work Location:** El Sobrante, CA

**Division/Department:** BHS – Oakland, CA

**Reports to:** BHS Program Director

Full-time  
 Part-time

Exempt  
 Nonexempt

**POSITION DESCRIPTION**

La Cheim School, Inc., Behavioral Health Services (BHS), a community mental health center located in downtown Oakland, California and currently operating virtually, is seeking someone with excellent organizational, administrative, clinical, supervisory and customer service skills for the position of Admissions Manager. The Primary Duty is the oversight or implementation of all admissions related activities, including: the timely, courteous, and accurate screening and processing of client referrals to La Cheim BHS’ Partial Hospitalization and Intensive Outpatient Programs; gathering medical records, client-signed consent forms, and other admission-related documents for each incoming client; scheduling client admission intake interviews with psychiatric staff; verifying insurance coverage and obtaining initial authorization of services for those clients who are admitted; skillfully managing a client waiting list to minimize wait time and maximize client census; developing and nurturing of productive relationships with referral sources; and training Clinical Associates in basic aspects of admissions work. La Cheim Behavioral Health Services is a client-centered, trauma-informed, strengths-based, diversity-valuing organization. The starting pay for this position is \$36/hour, 40 hours/week, with full benefits. Start date is October 1, 2022, or sooner (to allow training from outgoing Admissions Coordinator.)

**RESPONSIBILITIES**

- Oversight of all Admissions related tasks to meet La Cheim BHS caseload capacity and demand for services as determined by Program Director.
- Manage client waiting list, track client discharges, and schedule client admissions skillfully to maintain a client enrollment at or near staffing capacity as determined by Program Director.
- Represent La Cheim to referral sources and potential clients, embodying a welcoming, responsive, reassuring, and competent manner with dependable follow-through.
- Thoughtfully suggest other treatment and support resources to people seeking help when/if the La Cheim program is not an appropriate referral.
- Determine appropriateness of prospective clients for La Cheim’s PHP and IOP level of care, including screening for medical necessity and the client’s potential to benefit from services.
- Verify prospective client’s insurance coverage.
- Determine and document if there is a relevant co-pay, deductible, or out-of-pocket payment maximum
- Request and obtain client-signed intake paperwork before intake, including client-signed Consent to

Treatment, Medical History, Authorization for Release of Information for treatment records, and other documents.

- Obtain hospital and/or other health records, including recent Health & Physical (physical exam and history) and recent labs, as appropriate.
- Collaborate with medical staff and clinical staff to schedule admission intakes and treatment team assignment, tracking caseload openings and upcoming discharges.
- Skillfully manage client waiting list, so clients can be quickly placed as openings emerge.
- Deliver brief case presentation of upcoming intakes
- Contact client's insurance carrier and collaborate with clinical staff and billing department to advocate for and obtain authorization to provide reimbursable treatment services.
- Train Clinical Associates and/or Admissions Assistant how to assist in Admissions work.
- Participate in staff meetings as invited or assigned
- Function as a clinical liaison to potential referral sources.
- Follow through on directives from BHS Program Director, including other duties as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS**

- Bachelor's Degree in Social Work, Psychology, Counselling or related field (A relevant post-Bachelors degree is preferred.)
- At least 2 years' experience in clinical admissions, or related work
- Demonstration of excellent time management and organizational abilities
- Basic computer and office equipment skills and/or ability to quickly master email, texts, FAX, eFAX, Microsoft Word, Microsoft Teams, Outlook calendar, Excel spreadsheet, Zoom, BestNotes (our electronic health record.)
- Comfortable communicating respectfully with people with severe mental illnesses
- Culturally humble, non-defensive and skillful at collaborating with a diverse population
- Steady, even temperament – ability to project calmness, competence and kindness
- Must possess a valid California Driver's License, and obtain DOJ, FBI and TB clearance

**DESCRIPTION OF BENEFITS:** Medical, dental, vision, and life insurance. All Federal holidays, in addition to a generous vacation and sick leave policy.

### **Equal Opportunity Employer**

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area, and will not discriminate against applicants, employees, or unpaid veterans. We encourage and actively recruit applicants representing diversity of race, color, age, sex, race, religion, national origin, sex/gender expression and physical ability.

**Print Employee Name:**

**Employee Signature:**

**Date:**