

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Mental Health Administrative Aide	REPORTS TO:	Assigned Manager
DEPARTMENT:	Mental Health Resource Center	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	042 OTBS
ISSUED:	October 28, 2008		

BASIC FUNCTION:

Assist a manager by performing delegated administrative duties and accomplishing assigned projects unique to the Mental Health Resource Center (MHRC); coordinate department billings and contract functions; train and direct the work of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Oversee billing for County Mental Health, Probation, Child Welfare, and all other contracts; meet extensive Medi-Cal (EPSDT) documentation requirements. **E**

Oversee distribution of workload and maintenance of quality assurance for billing clerks and other support staff. **E**

Oversee the establishment of medical records and all components; maintain office confidentiality procedures required to protect such records. **E**

Maintain auditable records and provide necessary documentation to auditors; review and interpret various computer-related reports and submit necessary corrections, additions, or deletions. **E**

Reconcile billing and financial reports necessary to ensure payment for services rendered by the MHRC. **E**

Attend County and district meetings as a representative of the MHRC regarding contracts and financial documentation standards. **E**

Assist with administrative detail or independently perform activities related to mental health and social services center designed to provide coordinated delivery of services. **E**

Assist district staff, and public and private community agencies with the utilization of mental health services activities at school district facilities. **E**

Explain policies and procedures, and act as district mental health center liaison to staff, community agencies, parents, and pupils regarding the use, billings, and accessibility of services. **E**

Prepare, disseminate, or supervise the preparation of correspondence, bulletins, manuals, and handbooks; research and create special analytical or financial reports and recommendations. **E**

Participate in the preparation, administration, and control of special projects and activities. **E**

Design, develop, and maintain confidential, specialized databases and spreadsheets; maintain complex and auditable recordkeeping systems. **E**

Confer with district managers and staff regarding Medi-Cal billing requests and problems; maintain billing records for Medi-Cal and other private billing agencies. **E**

Lead, train, and direct the workload of billing staff and others involved in non-instructional activities for the office manager. **E**

Arrange for the acquisition of supplies, equipment, and services. **E**

Explain policies and procedures to staff, pupils, and the public. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of diversified administrative experience, plus at least one year of specialized Medi-Cal, Realignment, or other County contract patient billing; medical record keeping procedures; principles of medical privacy and confidentiality; admission and discharge charts. Graduation from a recognized four-year college with a business or related major may be substituted for one year of the general administrative experience requirement.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation may be required for some positions in this job class (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office procedures and methods and the use of standard office machines and equipment.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.
Medi-Cal and insurance billing procedures.
Principals of medical privacy and confidentiality.
Various software applications, including Microsoft Excel, Access, Word, and PowerPoint.

ABILITY TO:

Organize and analyze data; maintain records.
Develop and maintain recordkeeping systems.
Communicate effectively orally and in writing.
Plan and organize work to meet schedules and time lines.
Prepare correspondence, technical/statistical reports, and financial statements.
Establish and maintain effective working relationships with all levels of staff, students, and the public.
Operate standard office equipment, including microcomputers and related software applications.
Rapidly learn, apply, and explain pertinent rules, regulations, policies, and procedures.
Train and direct the work of others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office or school campus setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard for long periods and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6505

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