

MENTAL HEALTH SERVICE COORDINATOR (FULL-TIME)

JOB DESCRIPTION: Korean American Family Services (KFAM) is a non-profit organization specializing in family violence, mental health, and social services to Korean immigrant families. KFAM is seeking a **Korean speaking** mental health service coordinator to work under the supervision of the Mental Health Program Manager. Mental health service coordinator will provide intake services, case management, admin support for Mental Health Program Manager, and represent KFAM at various meetings.

JOB REQUIREMENTS:

Intake Services

- Answer phone and email inquiries
- Address any patient complaints or concerns
- Complete all admissions paperwork and prepare client files for therapists
- Verify eligibility for benefits for each patient (e.g. – DMH, medical insurance)
- Provide phone intake training to new therapists

Case Management

- Case management duties based on LAC-DMH programs
- Provide interpretation services for the medication support to support clients.
- Accompany clients to get their physical check-ups and request follow-up documents, if necessary

Admin Support

- Quality Assurance and Audit
- EHR Admin
- Meetings and Representation

Other duties as assigned

QUALIFICATIONS:

- ***Bilingual in Korean***
- Bachelor's degree in related field, a plus
- Experience working with Korean immigrant community, a plus
- Well-organized, self-directed, highly-motivated, and hard-working
- Must have driver's license, insurance and be willing to drive, as needed

BENEFITS: Salary commensurate with experience. Generous benefits.

Please email your **resume AND 2-3 references** to Katherine Yeom: kyeom@kfamla.org (no phone calls please)