

## **IMCES**

### **Bilingual Front Office Specialist/Support Staff**

#### **Job Description:**

Institute for Multicultural Counseling and Education Services (IMCES) is a community clinic providing health, mental health, social and legal services to culturally diverse underserved individuals and families in Los Angeles County. The front office specialist is an essential position in our clinic with the ability to communicate with clients and staff, in person and telephone and electronic devices, in writing and oral.

#### **Skills:**

##### Qualifications:

- Data Collection, Data Entry for Health and Mental Health
- Data Collection, Data Entry, and Reporting Skills
- Data Collection, Data Entry for Health and Mental Health
- Familiarity with Electronic Health Records (EHR), specifically EXYM
- MediCal Billing Experience
- Intake interview experience, verification of qualifications
- Excellent communication skills.
- Bilingual English with Spanish or Armenian or Farsi language skills.
- Professional telephone manner.
- Excellent computer and data entry skills.
- Ability to multitask.
- Excel proficiency is required.
- Bachelor's degree preferred, but not required.
- Accountable, detail oriented, organized.
- "Can do" attitude.
- Able to work in a team of diverse roles, disciplines, experiences and backgrounds.