

## **JOB DESCRIPTION**

**Agency:** Mirror Inc.  
**Title:** **ADMINISTRATIVE ASSISTANT / PERSON CENTERED CASE MANAGER**  
**Responsible To:** Designated (site) Facility Management  
**Classification:** Full-time, Hourly, Non-Exempt  
**Salary Range:** Negotiable per hour within established range set by the Mirror Board.  
**Job Location(s):** Wichita, Newton, Topeka, and Shawnee

**Job Summary:** Under the administrative supervision of the designated site management, the Administrative Assistants/Person Centered Case Manager (AA/PCCM) located at the Mirror treatment facilities are responsible for supporting the clinical programs and services offered by Mirror. The AA/PCCM's shall operate in accordance with the policies set forth by the Board of Directors and shall abide by all applicable laws and regulations. The AA/PCCM is responsible for handling clerical and case management duties at these locations, which include answering the phone, word processing, collecting and depositing client monies, client file maintenance, maintaining client confidentiality, and assisting the site management in completing the daily administrative operations of these locations. Person Centered Case Managers must be a Kansas Certified Peer Mentor (KCPM), or eligible to become one, and have completed the KDADS approved (15 hour) peer mentor training as well as certified as a Person Centered Case Manager. The duties of this position include case management type services for the clients served, individual and group meetings related to peer mentoring services, and monitoring client's behavior while at community-based events or appointments.

### **QUALIFICATIONS:**

1. High school diploma or General Educational Development certificate.
2. Vocational and/or post-secondary training in secretarial services would be desirable.
3. Experience in administrative, secretarial, or clerical tasks.
4. Must have proficient computer skills or experience and/or skills working with an Electronic Health Record.
5. Good reading and writing skills.
6. Ability to organize and prioritize multiple tasks.
7. Pleasant, business-like phone skills.
8. Be a Kansas Certified Peer Mentor (KCPM) and Kansas Certified Person-Centered Case Manager (PCCM) or eligible to become one.
9. Completion of the KDADS approved peer mentor 15-hour training.
10. Read the Behavioral Health Services Peer Mentor Code of Ethics and sign the statement on the application affirming adherence to this code and sign Merit of Public Trust document.
11. Experience in supervising and interacting with persons addicted to drugs or the prison population would be desirable.
12. Awareness of the disease of addiction.
13. Must be able to pass background check, including having a valid driver's license and acceptable MVR report.
14. Employees who have been diagnosed with any type of substance use disorder or behavioral addiction/compulsion must have sustained a minimum of two consecutive years of abstinence from all intoxicating substances and symptoms of their chemical and/or behavioral addiction; and must be in full sustained remission.
15. This position may also involve bending, walking stairs and lifting up to 40 pounds on occasion.

### **DUTIES AND RESPONSIBILITIES:**

1. Assist the designated site management with the clerical aspects of outpatient and residential programs. Clerical duties may include but not be limited to assuring that copies of all official program communications and client related materials are kept in the designated files, duplicating records and papers, collecting and delivering mail or other papers, and word processing.
2. Answer the telephone in a pleasant and business-like manner. Assure that all telephone messages are properly recorded and communicated to the appropriate staff person(s). Ascertain that all long-distance calls are recorded and delivered to the appropriate staff person(s).
3. Maintain client and program confidentiality as required by federal law.
4. Maintain financial records as required by the agency. Check client accounts and other fiscal records for accuracy.
5. Collect and deposit client fees as they directly impact the relationship between the client and Mirror Inc.
6. Work cooperatively with the administrative office to complete the required paperwork (e.g., client balance reports, submission of weekly/monthly reports and other information as requested.)
7. Work with assigned Counselor to provide case management type services to the assigned population with the goal of helping the newly recovering client to transition into a recovery lifestyle.
8. Provide group and other educational presentations as required.
9. Provide transportation for clients to community-based providers. This might include appointments to court hearings, doctor's offices, parole/probation officers, etc.
10. Provide a designated amount of billable services as set forth by the sites Regional Area Director.
11. Maintain a record of all case management and peer mentoring activities and documentation of the wellness plan within Credible.
12. Monitor referred clients as necessary when on Mirror property, at Mirror related activities in the community or while at scheduled appointments with community providers.
13. Be available for case staffing conferences when requested by your supervisor.
14. Assist Mirror's counseling and administrative staff with KDADS compliance and/or funding source audit conditions.
15. Perform other job-related functions as directed by the designated site Facility Coordinator.
16. Some over-time hours past 40 may be necessary.

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Employee Signature

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Date

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Witness Signature

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Date