



## COASTAL HORIZONS CENTER, INC. POSITION ANNOUNCEMENT

**DATE OF NOTICE:** June 3, 2021

**Position Title:** **Behavioral Health Access Specialist  
Full Time. Exempt**

Coastal Horizons Center, Inc. has an opportunity for a Behavioral Health Access Specialist to join our Clinica Latina team in our Wilmington, NC office. Duties include:

- Perform a variety of secretarial and administrative support duties.
- Knowledge of all programs and services offered at Clinica Latina.
- Assists in daily Clinica Latina procedures related to mental health services.
- Subject to the OSHA rules and regulations on blood borne pathogens due to the possible exposure of various body fluids.
- General knowledge of the program and related functions as needed.
- Interpreting and translating as needed for clients and staff between CHC departments.

### **Qualification/ Skills:**

**Required Education:** High School Graduate with 2-3 years of experience related to specified duties.

- Two (2) years secretarial or clerical experience or equivalent combination of education and experience
- Must be fully bilingual (English and Spanish)

### **Experience/ Qualifications:**

- Third-party medical billing, collecting payments, and identifying insurance benefits experience.
- Familiar with DSM and ICD 10 codes and state funded terminology.
- Working knowledge of cash management principles and procedures.

**Salary:** Commensurate with education and experience. Benefits available include health/medical, dental, life insurance, paid time off programs, 401K retirement saving plan. For more information, please visit our website at [ww.coastalhorizons.org](http://ww.coastalhorizons.org)

**PLEASE SEND RESUME AND COVER LETTER TO: (NO PHONE CALLS PLEASE)**  
**COSTAL HORIZONS CENTER, INC.**  
**615 SHIPYARD BLVD.,**  
**WILMINGTON, NC 28412**  
Email: [jobs@coastalhorizons.org](mailto:jobs@coastalhorizons.org) Fax: 910-790-0189