

# Employment Opportunity



## Psychiatric Services Liaison

Job Code: 7614

Posted from: November 27, 2019  
Applications accepted until: Open Until Filled

### **Position Information**

**Division/Department:** Behavioral Health Services, Wheaton

**Schedule:** Full-time, 37.5 hours/week; Monday – Friday, 8:00am – 4:30pm

**Grade:** 111

**Starting Salary:** \$27,545 - \$36,000 annually

### **Responsibilities include:**

- Provides assistance with tasks that support the behavioral health services operations
- Makes updates in the electronic client medical record
- Ensures that release and consent forms have been signed by clients
- Runs various status and productivity reports using the electronic medical record and other computer programs (including but not limited to Microsoft Excel)
- Assists psychiatric clients by following-up before and/or after appointments, scheduling follow-ups, and assisting with discharge/linkage
- Supports prescribers by linking & collaborating with primary care physicians
- Provides professional level of customer service to clients and other medical providers/partners
- Monitors supplies and coordinates reordering
- Adheres to department guidelines for attendance and punctuality
- Participates in emergency response activities as assigned
- Maintains confidentiality of privileged information and adheres to patient privacy laws
- Demonstrates sensitivity and understanding of other ethnic groups and cultures

### **Requirements include:**

Completion of some college coursework in social work or human services and three (3) years of experience in a health care office setting which involved a high degree of public contact, use of medical terminology and use of an electronic medical record system; or an equivalent combination of training and experience.

### **Interested applicants should submit a resume and completed application to:**

**Mailing Address:** DuPage County Health Department, Attn: Human Resources  
111 N. County Farm Road, Wheaton, Illinois 60187  
(Application also may be picked up at the address noted above)

**E-mail address:** [hr@dupagehealth.org](mailto:hr@dupagehealth.org)

**Fax:** (630) 221-7811

### **Contact:**

**Human Resources:** Sarah Henrie

**Phone:** (630) 221-7555

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