

## Registration Information

Order No.	3862967
Agency Name	Enable My Child
Job Title	Administrative Case Manager
Job Description (including hours and responsibilities)	<p>Enable My Child is seeking a highly motivated Administrative Case Manager to provide administrative support and contribute to our mission of providing therapy services to our clients. What will you be doing in this role? This is mainly a virtual position, working from your home with on-site support in a school setting, as required. Duties to include: Assist in scheduling student screenings Obtain parent consent for treatment Schedule therapy sessions with our therapists via our proprietary platform Communicate with therapists, families, and school personnel Communicate with managers of the practices managed by EMC Work with Medicaid authorizations and invoicing Assist beneficiaries in locating resources in the community Clearly document time spent helping beneficiaries gain access to medical, social, educational and other services</p>
Job Location	Houston, TX
Qualifications	<p>Qualifications (Education, Experience, Skills and Abilities) we are looking for: High School Diploma or GED required. College Diploma preferred. 1 year of administrative/office experience is highly preferred. Some experience with case management and/or Medicaid Ability to balance multiple demands and/or manage complex and competing priorities. Ability to work within tight time frames and meet deadlines. Ability to demonstrate time management and priority setting skills. Ability to use software applications and operate technological devices (e.g., computer, laptop, tablet, smartphone, etc.). Proficient working knowledge in Microsoft Office Suite. Demonstrates positive interpersonal and interdepartmental communication skills. Cooperates with co-workers/managers to maintain a productive and harmonious work environment. Provides professional organizational skills and a good attention to detail, with proven ability to handle multiple tasks effectively to ensure the timely completion of projects within established timelines.</p>
Link to application web site (if applicable)	<a href="https://enablemychild.com/provider-contact/">https://enablemychild.com/provider-contact/</a>
Application Contact Name	Faith Brugner
Phone	210-379-3433
Email	<a href="mailto:faithbrugnerlcs@gmail.com">faithbrugnerlcs@gmail.com</a>