

CASE MANAGER JOB POSTING

Job Title:

Case Manager

Job Location:

David Raines Community Health Centers

Bossier City, LA

Job Category:

Case Management

General Description:

The Case Manager provides detailed-oriented administrative support to the Behavioral Health Department; particularly to the LCSW and Psychiatrist. Schedules behavioral health appointments with the patients; takes phone calls for prescription refills; and organizes the operation of the department.

Essential Experience:

Minimum 3-5 years of experience in an office management environment is preferred. A college graduate with administrative, writing and office management skills. Case management or behavioral health experience is preferred.