



Compass Program Administrative Assistant

Compass Behavioral Health, California

- California's First DBT-Linehan Board of Certification, Certified Program™
- Duke University Research Performance Site
- Columbia School of Social Work: Selected Practicum Training Site
- UCI School of Medicine Child & Adolescent Psychiatry Fellowship: Required Didactic Rotation in DBT

The Role

Imagine starting your days with a sense of purpose and helping families in distress transform their lives for the better. Now imagine being empowered to do this important work at a premier training site thriving at the intersection of leading-edge research. Imagine being supported by a tight-knit team working to deliver the gold standard in treatment for teen depression and anxiety. Imagine leaving each day feeling fully appreciated by your team who values your contributions and by the families you have helped.

Compass Behavioral Health is looking for you: a full-time **Program Administrative Assistant** at our Outpatient Program.

The Mission

We are Compass Behavioral Health; we do one thing and we do it with excellence. We treat depression and anxiety in teens. Guided by science. Driven by heart. And born of a simple belief: Every human being deserves to live a life with purpose, belonging and a sense of mastery. Like the symbolic compass that is our namesake, we exist to help you "Find Your Why. Find Your How. Find Your Way." As the Outpatient Administrative Assistant, you'll play an integral part in that mission.

The Details

You are the voice and face of Compass. When a family comes to us in need, you are their first impression. Throughout a family's treatment journey in our program, you are the constant presence.

- From opening the outpatient clinic and preparing our beautiful facility for program
- To taking new client calls and being their guide through the intake process
- To advocating for insurance authorization for treatment and collating appeals

- To being the hands and feet of the program, making sure that operations run smoothly by assisting Associate Directors and the Outpatient Clinic Director in their duties

Hourly

\$16-20 based on experience, training

Benefits

- Full Medical/Dental/Vision
- Employer Sponsored 401K matching
- PTO
- Gym Reimbursement
- Paid Annual Mindfulness Retreat
- Our team highly values playfulness, cohesiveness, and life balance!

Qualifications

- Prior front desk experience, managing new patient inquiries preferred
- Prior experience obtaining Verification of Insurance Benefits Information and obtaining initial treatment authorizations preferred
- Fluency in Microsoft Suite: Outlook, Teams, OneNote, Sharepoint preferred
- Requirements to pass a criminal background check, child abuse registry check, and drug test

What Makes a Good Compass Culture Fit?

- Integrity and trustworthiness
- Reliability, strong work ethic, and attention to detail
- Compassionate and perspective taking stance towards team members and clients
- Humility and the ability to both give and receive difficult feedback in a compassionate framework
- High degree of self-awareness, the ability to self-reflect, with a strong growth mindset
- Strong self-care skills and the ability to speak up and ask for one's needs
- The ability to practice mindful self-compassion when encountering mistakes or distressing emotions
- The ability to be playful, have fun, and live in community

Location

Compass Behavioral Health is in Tustin, California, in the beautiful heart of Orange County.

Why You'll Never Want to Leave

You'll make an impact in countless lives. You'll help teens and their families take the first steps on the journey from crisis to recovery.

And you'll do it all among a supportive family of Compass colleagues who elevate one another, celebrate one another, and are even known to kick back together with some fun and games after work.

Compass is an employee-owned company. Annual end of the year profits gets distributed back into livable wages, responsible benefits, and profit-sharing.

What Your Future Teammates Are Saying

Real Quotes from real members of the Compass family. For more, please explore our company reviews:

<https://www.indeed.com/cmp/Compass-Behavioral-Health-2/reviews>

"A Place to grow your talents"

"My dream job"

"A Unicorn of an Employer"

"I feel like I have a family and a sense of purpose"

"Compass, a loving place."

"A tight-knit family committed to doing life together"

We are a Diversity Embracing Employer

At Compass Behavioral Health, we don't just accept difference – we celebrate it, we support it, and we thrive on it for the benefit of our employees, our clients, and our community. Compass is proud to be an equal opportunity workplace and is an affirmative action employer.

It is the policy of Compass Behavioral Health to affirmatively provide equal opportunity to all qualified applicants for employment and existing employees without regard to their race, religion, color, national origin, sex, age, ancestry, protected veteran status, disability, sexual orientation, gender orientation or any other basis that would be in violation of any applicable law or regulation. Compass Behavioral Health does conduct pre-employment drug screening, and any offer of employment is contingent upon satisfactory results of the screening.