

## **CLIENT ACCOUNTS REPRESENTATIVE & RESIDENTIAL CASE MANAGERS**

Heartland Human Services is a 40 year old community mental health agency that is positioning to become a regional behavioral health center. We need energetic and progressive thinkers to join our winning team of professionals.

### **CLIENT ACCOUNTS REPRESENTATIVE**

Responsible for client account billing functions for agency programs. Promotes client responsibility and significant other involvement in the treatment process, subscribes to the recovery model for treatment services, and treats clients with dignity and respect. Activities may include insurance billing; conducting client account reconciliations; working with clients to answer questions about client accounts; entering data into billing systems; assessing client fees; and producing billing reports and client statements. Experience in insurance billing and Associates Degree in related field preferred.

### **RESIDENTIAL CASE MANAGER**

Responsible for direct and indirect client care of residential clients whose lives are disrupted or complicated by mental illness, behavioral disturbances, or inability to function or maintain in the community. Provides treatment in the least restrictive environment possible, personal care and comfort of clients, promotes client responsibility, subscribes to the recovery model for treatment services, and treats clients with dignity and respect. Activities may include assisting clients with daily living skills, establishing and maintaining appropriate interpersonal relationships with clients, resolving conflicts and negotiating with others, and integrating the residential clients into the community.

Please submit your resume to our Human Resources Dept at:  
salbert@heartlandhs.org  
Or, mail to: Heartland Human Services  
c/o Human Resources Dept.  
Effingham, IL 62401

