



*Asian Pacific Counseling & Treatment Centers*  
1635 W. Main St. suite 100  
Alhambra, CA 91801  
Tel: (626) 248-1800 Fax: (626) 248-1899

## **Job Announcement**

### ***Business Office Associate Bi-lingual Korean***

**APCTC** is a private, non-profit, community based mental health clinic with over 30 years of service to the Asian Pacific Islander community in Los Angeles County. Asian Pacific Counseling & Treatment Centers is a division of Special Service for Groups (SSG) and was the very first mental health center in LA County specifically developed to meet the unique needs of rapidly growing numbers of API immigrants and refugees who were in need of a wide range of mental health services.

**APCTC** is recruiting a **bilingual/fluent Korean Business Office Associate** at our **Wilshire center (1310 Wilshire Blvd. Los Angeles, CA 90017)** The Business Office Associate will be working with the support team to provide clerical assistance to all staffs and manage the day-to-day operations of the front office.

**Responsibilities:** Under the guidance of the Site Program Manager and Manager of Administration, the Business Office Associate will screen phone calls, obtain necessary information from callers in order to transfer calls to appropriate staffs. The Business Office Associate will greet clients courteously and promptly and notify clinical staff. The candidate will be assigned clerical duties such as copying, typing mailing, processing documents and maintaining office supplies. The candidate will maintain waiting and common areas in an orderly and professional appearance. The Business Office Associate will interview clients to conduct financial screening and to verify their health benefit eligibility. In addition, the candidate will assist personnel by preparing refreshments and conference rooms during meetings or trainings.

**Requirements:** The candidate must have a High School diploma or Certificate from an accredited school or an educational institute. We are seeking a candidate who is fluent in Korean. The candidate must possess sensitivity toward working with people with disabilities and have the ability to work with multi-ethnic populations. The candidate must have a valid California driver's license, reliable transportation, ability to use the computer; Must have knowledge of Microsoft word, excel. Knowledge of LAC-DMH or Health Care clinic systems is a plus.

**Pay & Benefits:** DOE. Pay is competitive plus mileage reimbursement. SSG/APCTC includes a generous benefits package with medical, dental, vision, long term disability, group and term life insurance, defined pension plan, 403B, paid sick, vacation and holiday time.

**Email Resume to [employment@apctc.org](mailto:employment@apctc.org)**

**Or**

**Fax resume to (213) 252-2199**

**Attention: SSG/APCTC RECRUITMENT**

**Special Service for Groups is an Equal Opportunity/Affirmative Action Employer**

