**Job Description**

South Carolina Youth Advocate Program (SCYAP) of South Carolina a Youth serving organization is seeking part time **Practice Associate** to provide administrative support to SCYAP Family Services Outpatient Mental Health Clinics. This candidate will possess strong organizational, customer service and people management skills. He or she will be responsible for the operations and administration of a behavioral health clinic and office space during evening hours.

A Practice Associate must have the ability to understand the goals of the practice and work to obtain these goals both independently and with the direction of SCYAP Management. The Practice Associate will be self-directed making continuous efforts to stay current of any changes in the behavioral health and child welfare fields that may impact the practice. Strong customer service skills are imperative to this role with the ability to relate well to patients, clinicians, employees, and other professionals. In addition this candidate must have the ability to remain calm and exhibit tact in stressful and/or delicate situations, and must have the ability to handle confidential issues with discretion.

Positions Available:

*Practice Associate*
Family Services Clinic: **Columbia**
Days: Monday, Tuesday, Thursday
Hours: 4:00pm – 8:00pm
*Potential for hours to shift with clinic and client needs. Additional days/hours may be possible.

*Practice Associate*
Family Services Clinic: **Charleston**
Days: Monday- Thursday
Hours: 4:00pm – 7:00pm
*Potential for hours to shift with clinic and client needs. Additional days/hours may be possible.

Please send inquiries and resumes to:
Jordan Carll
[ jcarll@scyap.com](mailto:jcarll@scyap.com)
*Please include location and position in the subject.*