



Job Opportunity

Child & Adolescent Behavioral Health

Position: Scheduler

Job Duties/Description

Child and Adolescent Behavioral Health (C&A) is looking for an individual to provide scheduling services for our mental health providers.

Job responsibilities will include:

- Scheduling all in office appointments for therapists
- Back filling cancelled appointments
- Contacting and rescheduling clients who missed their appointments
- Client correspondence (written and phone)
- Clerical and office duties as assigned
- Documentation of all client contact and attempted contact

Skills and Experience:

- Medical office/scheduling experience required
- Experience with electronic health systems and electronic scheduling preferred
- Experience with mental health population preferred
- Organizational and communication skills a must

Salary Range/Compensation: Based upon experience.

Hours: Part time. Some evening hours required.

Send Resume/Apply By: Send resume by **May 3rd, 2021.**

To: Mary Frazier Rhodes, HR Administrative Assistant at mfrazier@childandadolescent.org

Questions To: Susan Finsel, AAS RHIT at sfinsel@childandadolescent.org