



Job Opportunity

Child & Adolescent Behavioral Health

Position: Part-Time Scheduling Assistant

Job Duties/Description

Child and Adolescent Behavioral Health (C&A) is looking for an individual to assist in our clinical scheduling function. This individual will report to our Assistant Clinical Officer and work closely with our Director of Strategic Initiatives with responsibilities including:

- Entering clinician and case manager templates into NextGen schedules
- Sending client letters as outlined in OLs and as requested by clinical staff
- Written client correspondence
- Other similar duties as requested

Skills and Experience

Knowledge of NextGen strongly preferred. Individual must be efficient, organized, and possess excellent attention to detail.

Salary Range/Compensation: Based upon experience

Hours: Part-time, hours have some flexibility

Send Résumé/Apply By: Send resume by December 13th, 2021

Email: recruiting@childandadolescent.org

Website: www.childandadolescent.org