



# 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:** Full-time, hours have some flexibility

**Workplace recognition:** C&A is recognized by Zippia and The Cleveland Plain Dealer/cleveland.com as a Top Workplace in Stark County.

**Send Résumé/Apply By:** Until position filled

**Email:** [recruiting@childandadolescent.org](mailto:recruiting@childandadolescent.org)

**Website:** [www.childandadolescent.org](http://www.childandadolescent.org)