



DATE POSTED: 05/08/2017
DATE CLOSED: 06/08/2017
Or when filled

INTERNAL/EXTERNAL JOB POSTING

Job Title	Client Coordinator Outpatient
Requisition Number	20170011
Department/Program	Outpatient - Admissions
Address	96 Crossroads Blvd SAT 78201
Position Type	Non-Exempt, Full-Time
Work days/Hours	M-F, 9-6, some evenings and weekends as required.
Pay Rate	Based on Experience
Job Summary	Provide customer services to community and individuals seeking treatment services. Communicate with referral sources about admission, schedule appointments, maintain Outlook calendar, input date into CMBHS (data base), prepare daily reports, assists client in paperwork, administer urinalysis, prepares patient charts, generate eligibility and referral forms in CMBHS, manage online, phone and e-mailed referrals/wait list and other duties as required.
Competencies & Skills	<p>Communication – Expresses ideas and thoughts verbally. Expresses idea and thought in written form. Exhibits good listening and comprehension. Keeps others informed and uses appropriate communication methods.</p> <p>Customer Service – Display courtesy and sensitivity, Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs, Solicits customer feedback to improve service.</p> <p>Judgment – Displays willingness to make decisions. Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Makes timely decisions.</p>
Qualifications & Experience	<ul style="list-style-type: none"> • High School Diploma or GED required, Associates or Bachelor’s degree preferred and 1-3 years of like experience preferred • Bilingual (English/Spanish) preferred but not required. • Must possess a current driver’s license and liability insurance and have reliable transportation. • If in Recovery, having at least one to two years free from addictive chemical abuse or dependency. • Must be able to pass a background check and drug test. • Type 30 wpm, knowledge of multi-line phones and Microsoft products, file charts and maintain file room • Able to maintain confidentiality, work with others, work under stressful situations and communicate very well. • Perform and document urinalysis with 100% accuracy.

Interested applicants should send resume/applications to:

hr@ltrx.org

Equal Opportunity Employer