

Intake Clinical Coordinator Job Description - Remote

This position is an immediate opening in a mental health private practice in Hamden, CT. We're looking for a motivated, friendly, detail-oriented individual to organize and oversee daily operations of the practice. The clinical coordinator our intake process and keep all of us clinicians organized :) Key roles for this job include:

- Answering and returning incoming client phone calls, messages, and emails
- Scheduling client appointments
- Coordinating with external teams and staff on projects
- Entering data/information into electronic medical record
- Conducts screening, intake, orientation, and diagnostic screenings of clients
- Ensures front-end process is complete on all new intakes
- Files and completes new client intake charts prior to giving the chart to the corresponding clinical therapist
- Additional Duties may include: Social media management and special projects
- Tracks and measures clinical outcomes and practice operations
- Researches funding opportunities from various sources
- Assist with grant writing and other writing correspondence needs

Salary

This is a part time position. Salary is graduated based on performance. Starting salary is \$15/hour for the initial 90-day trial period. After 90 days, salary immediately raises to \$18/hour. With good performance, salary raises to \$20/hour after 180 days and to \$22/hour after one year. Health insurance and retirement are not currently offered.

Required Qualifications:

- Bachelor's degree in the mental health field
- Great interpersonal skills and comfort in talking with new people
- Excellent organization and time management skills
- Confidence to work independently coupled with openness to constructive feedback
- The ability to think on your feet and problem-solve without explicit guidance
- "Tech savvy" with Office suite, social media, PDF software, etc.

Highly Preferred Qualifications:

- Medical billing experience
- Experience in a mental health practice
- Efficient in Microsoft office; Word, PowerPoint, and Excel, writing, editing and interpersonal skills