POSITION: Central Scheduler

PROGRAM: Integrated Services

HOURS: Full time 35 hours a week

SKILLS/ABILITY:

· Bilingual Spanish preferred
· High school diploma required
· Familiarity with electronic medical health records
· Excellent interpersonal skills and ability to interface service providers, school personnel, community stakeholders, patients/students/families and staff
· Ability to interact and communicate effectively with diverse populations
· Must be independent, proactive and able to anticipate needs based on calendar and workload
· Strong administrative and organization skills with extreme attention to detail
· Must be able to work in a fast-paced environment with demonstrated ability to handle multiple competing tasks and demands
· Experience with health insurance preferred

JOB DESCRIPTION:

The Guidance Center of Westchester is an innovative nonprofit agency that provides a wide array of mental health, substance use and rehabilitative services to children, adolescents, and adults in Westchester. We are seeking a Centralized Scheduler to join our multidisciplinary team in the provision of comprehensive mental health and substance use services. The Centralized Scheduler is responsible for handling a high volume of calls for integrated clinical services, which includes New Rochelle Clinic, Mount Vernon Clinic, and Sunrise; and scheduling and rescheduling appointments in the department. In addition, The Centralized Scheduler will also assist in monthly health insurance verification.
SALARY: Commensurate with Experience

SEND RESUMES TO: Ishara Ruffins

HIRING SUPERVISOR: Ishara Ruffins
Iruffins@theguidancecenter.org