



The Guidance Center of Westchester  
256 Washington Street  
Mount Vernon, NY 10553  
TheGuidanceCenter.org

**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

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