

Position: Clinical Coordinator

A Chance to Grow is a non-profit agency dedicated to promoting the maximum development of the whole child through innovative, individualized, and comprehensive brain-centered programs and services. We offer a comprehensive whole child center model. ACTG is hiring a full time Clinical Coordinator.

**Responsibilities:**

- Answers and screens inquiry calls and emails from prospective clients
- Schedules all appointments, cancellations, and reschedules
- Coordinates appointments and communications of clients with interdisciplinary team of clinicians Maintain clinical paper and electronic medical charts according to professional standards
- Responsible for benefit verification and eligibility
- Assists clinicians with office needs
- Prepare all paperwork for client's appointments
- Input client data into EMR systems
- Other duties as assigned

**Education:**

HS Diploma or equivalent GED

**Qualification/Skills:**

Good at creating organizational systems

Must be flexible and creative

Team oriented

Proficient in google drive, excel, and microsoft word

Excellent customer service is a must

**Work Schedule:**

Monday-Friday 7:30-2:30

**Working for ACTG offers:**

- **Competitive pay**
- **PTO to be used at your discretion**
- **Paid holidays throughout the year**
- **Opportunities to grow and contribute to a dynamic agency, which serves a variety of children and families across multiple settings**
- **Work closely with multidisciplinary team**

Apply via email: [jobs.actg@actg.org](mailto:jobs.actg@actg.org)

Please consult our website for more information regarding our innovative programming at [www.actg.org](http://www.actg.org)

"A Chance To Grow provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, or gender identity. In addition to federal law requirements, A Chance To Grow complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, leaves of absence, compensation and training. "