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 EHR 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: actg@actg.org
Please consult our website for more information regarding our innovative programming at 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. “