

**JOB OPENING
PLEASE POST**

**ADMINISTRATIVE SUPPORT
FULL-TIME
STARK COUNTY**

5982 Rhodes Road
Kent, Ohio 44240
330-673-1347
800-673-1347
Fax 330-678-3677

Seeking customer service oriented person to provide office support services in fast-paced environment. Duties include: taking and documenting patient vital signs including weight, blood pressure, and pulse using automated equipment, answering phones, greeting customers, notifying staff of client arrival, scheduling/confirming appointments, completing portions of electronic health record data forms, distributing mail, and performing other general office duties. Ability to multitask, maintain confidentiality and stay calm during crisis situations. Must have one year related experience and knowledge of Microsoft Word/Excel. Experience working with electronic health record a plus. Prior experience working in a behavioral health or physician's office preferred.

Benefits options include health, life, pension, paid time off, and more. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing careers@colemanservices.org with the subject line "Accommodation Request."

If interested in applying for this position, visit our website at www.colemanservices.org and select the Join Our Team tab and then Careers.

*An Equal Opportunity
Employer and Service
Provider*

*In association with
Portage, Medina and
Stark County
Community Mental
Health Boards*

*Accredited by CARF,
the Commission on
Accreditation of
Rehabilitation Facilities*