

**JOB OPENING
PLEASE POST**

**DIRECTOR OF ADMINISTRATIVE SUPPORT & RECORDS
FULL-TIME
STARK COUNTY**

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

Coleman is seeking a Director of Administrative Support & Records. This role oversees the daily administrative operations for our behavioral health organization. The Director will be responsible for supervising employees and support functions in our Stark County offices, such as report generation, general administrative work, scheduling, clinical records, client check-ins and office flow. Qualified candidates must have three years of supervisory/office management-related experience, preferably in a healthcare environment. Must have experience with electronic medical records and scheduling software.

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*