



CommQuest was recently voted as the "**Best Overall Company to Work For**" in Stark County in the *2019 Best of the Best Readers' Choice Awards* in The Canton Repository!

Job Posting: Client Engagement Specialist – Market Ave

CommQuest currently has an opening for a **Client Engagement Specialist** for our **Market Avenue Outpatient office**. *This position is extremely important as the first point of contact for new clients seeking services through the agency!*

Client Engagement Specialists are charged with a responsibility that may have a lasting impact on the success of CommQuest Services – *making a good first impression*. Client Engagement Specialists are the first representatives of CommQuest Services via visitor encounters, so they must be courteous, professional, and helpful. This is a **part-time** position with approximately 24 hours per week, shift is **Monday – Thursdays** from **2:00pm – 8:00pm**.

Job Duties include:

- Answering incoming phone calls.
- Scheduling client appointments.
- Checking in clients.
- Taking client payments.
- Completing intake paperwork.
- All other duties as assigned.

Minimum Qualifications:

- Minimum of a high school diploma with basic office skills is required.
- Must be able to relate to our clients with compassion and understanding.
- Must have good computer skills, have the ability to multi-task, and be a positive team member with a team oriented approach.
- Knowledge of HIPAA and confidentiality laws is a must.
- Previous experience with NextGen and/or other EHR system is highly preferred.
- Previous experience in Behavioral Health and/or AoD services is a plus!

Interested parties, please send Resumes to: HR@commquest.org. Please include which position you are applying for in the subject line of the email.

We are an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

www.comquest.org

Posting Date: 06/05/2019

Reply By Date: 06/19/2019