



# Job Opportunity

## Child & Adolescent Behavioral Health

**Position Available: Full-time Clerical**

### Overview

Now more than ever, mental and behavioral health care for kids is needed in our community. Child & Adolescent Behavioral Health is looking to meet the growing demands by hiring a full-time Clerical staff member.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the support they need. We are a collaborative network of child therapists, psychiatrists, case managers, school staff, community partners and other mental health professionals working toward a common goal. Together, we provide a positive environment for kids and their families to find health, hope and happiness.

We are looking for enthusiastic individuals to join one of the most innovative therapeutic mental health programs in Stark County. We offer a compassionate, supportive, accountable work environment to help you grow your career, along with a comprehensive benefits package that includes generous and affordable medical, dental, life insurance, retirement and paid time off.

### Job Duties/Description

Computer knowledge, typing skills, knowledge of NextGen computer program, telephone etiquette, knowledge of and use of office equipment. Clerical duties such as fee updates, client check-in and check-out, scheduling future appointments, rescheduling cancelled appointments, and receptionist duties. Hours may vary.

Salary range: Will vary based on experience.

Hours: Regular non-exempt, full-time position. Some evenings required.

Location: Belden Village office

Send resume to: [recruiting@childandadolescent.org](mailto:recruiting@childandadolescent.org)