



# Job Opportunity

## Child & Adolescent Behavioral Health

### Scheduler

#### 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 salary position.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the emotional and behavioral health support they need. We are a collaborative network of child therapists, psychiatrists, PMHNPs, 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.

#### Responsibilities

- Scheduling all in office appointments for therapists
- Back filling cancelled appointments
- Contacting and rescheduling clients who missed their appointments
- Client correspondence (written and phone)
- Clerical and office duties as assigned
- Documentation of all client contact and attempted contact

## Skill and Experience

- Medical office/scheduling experience required
- Experience with electronic health systems and electronic scheduling preferred
- Experience with mental health population preferred
- Organizational and communication skills a must

## Why Child & Adolescent Behavioral Health

At Child & Adolescent Behavioral Health, we are here for you, so you can be there for them. We provide a supportive environment for our clinical therapists to grow and lead in their careers, and in turn, you bring unmatched compassionate care and expertise.

We have been recognized as one of the Top 10 Best Companies to work for in Stark County, because we strive to take care of our team at work and at home.

## Salary and Compensation

Salary and compensation will be based upon experience.

## Schedule and Hours

This is a full-time position with benefits. Some evening hours are required.

## Recognition and Awards

Child & Adolescent Behavioral Health has been recognized and ranked on three Zippia lists:

- Best Non-Profit Companies to Work for in Ohio
- Best Companies to Work for in Canton, Ohio
- Biggest Companies in Canton, Ohio
- Canton Regional Chamber of Commerce Community Salute Award - 2018 Award of Appreciation

## Location

We have four offices locations in Stark County including downtown Canton, Belden Village, Alliance and Plain Township. This position is in the Belden office.

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Salary Range/Compensation: Compensation based on experience.

Hours: Full-time position. Some evening hours required.

Send Résumé To: [recruiting@childandadolescent.org](mailto:recruiting@childandadolescent.org)

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