



Job Opportunity

Child & Adolescent Behavioral Health

Position: Part-time Clerical Specialist

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 part-time Clerical Specialist.

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, 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. C&A is recognized by Zippia and The Cleveland Plain Dealer/cleveland.com as a Top Workplace 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 Descriptions/Duties

We are looking for a patient and friendly front-desk person with the following skills to greet and assist clients:

- Ability to use NextGen Electronic Health Records (EHR) system and other electronic/computer-based systems.
- Clerical duties such as fee updates, client check-in and check-out, scheduling future appointments, rescheduling cancelled appointments, and receptionist duties.
- Excellent Client/Customer Interaction and Communication skills: checking in clients,

collecting co-pays, answering phone calls & transferring calls to the appropriate party; pleasant telephone etiquette.

- Scheduling and Coordination: scheduling client appointments, meetings, managing calendars.
- Receptionist duties, including knowledge of office equipment such as faxing, scanning, photocopying.

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.

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
- 2022, 2023, 2024 and 2025 Top Workplace for Non-Profits in Northeastern Ohio by Cleveland Plain Dealer/cleveland.com
- The Ohio Psychological Association Thrive Workplace Award, 2025
- Canton Regional Chamber of Commerce Community Salute Award - 2018 Award of Appreciation

Location

We have two locations in Stark County including Belden Village and Plain Township.

Salary Range/Compensation: Based upon experience.

Hours: Part-time, weekdays. Some evening hours required.

Send resume/apply to: recruiting@childandadolescent.org

An Equal Opportunity Employer Stark
Co. – EEO-6