



TAPESTRY FAMILY SERVICES JOB DESCRIPTION

POSITION:	CENTRALIZED SCHEDULER - INTAKE COORDINATOR
GENERAL DESCRIPTION:	<p>Under the direction of Tapestry Family Services (TFS) Operations Supervisor, the Centralized Scheduler/Intake Coordinator performs a variety of administrative tasks in support of Tapestry Family Services. The Centralized Scheduler is key to ensuring communication between TFS clients and clinical staff. Duties include but not limited to: Effectively coordinate multiple provider schedules to efficiently schedule clients to meet clinical productivity standards, scheduling clinician and rehab appointments, mental health referral processing, written and verbal communication with staff, clients and community partners, report generation, data entry, filing, client chart & electronic health records.</p>
MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none">• An individual who has at least two (2) years of FTE experience in a mental health related field providing direct mental health services• Experience, knowledge and applied use of Microsoft Outlook calendars, EXCEL, WORD, ADOBE, DocuSign• Documentation and reporting skills including detailed recording keeping abilities• Ability to maintain TFS' strict confidentiality requirements and HIPAA guidelines• Flexibility to assist in editing schedules on demand• Detail oriented with excellent organizational skills a must• Exceptional interpersonal communication skills, both written and verbal• Ability to work well with diverse population with varying cultures and backgrounds• Self-driven motivation with task tracking and timely follow up a must
BENEFITS:	<ul style="list-style-type: none">• 11 Paid holidays• Birthday holiday• 401k retirement• Health, vision and dental insurance offered• 12 Paid vacation days per year• 12 Paid sick days per year
CONDITIONS OF EMPLOYMENT:	<p>Clear background check with DOJ, CACI, FBI, Driver's License, Current Auto Insurance, Clean DMV Printout, required trainings post start date.</p> <p>Medical conditions of employment: Obtain TB Test and Physical at time of offer.</p>
TO APPLY:	<p>Email Resume to humanresources@tapestryfs.org</p> <p>Centralized Scheduler - Intake Coordinator Hourly Range: \$21.97 - \$26.70</p>