Intake Assistant (Part-Time)

Laughlin Children's Center (Center) is seeking an organized, and dependable individual to fill the role of Intake Assistant. The Center's mission is to act as a bridge to successful learning and has a long tradition of offering multidisciplinary educational support to children from preschool through high school.

The Intake Assistant is responsible for providing high quality customer service to new and returning clients. The Intake Assistant will initiate the enrollment process and accurately enter information into various electronic systems to complete the client enrollment process. In addition, the Intake Assistant works directly with clinicians while also assisting the agency with day-to-day functions including but not limited to data entry, record keeping, scheduling and at times when needed front desk reception.

We believe diversity is essential to our organization's growth and success. The Center strives to create an inclusive, accepting culture and seeks individuals of all backgrounds to join our organization. We are a proud equal opportunity employer.

We welcome you to join our team and help fulfill our mission to spark children's passion for lifelong learning.

What you will do:

- Fields calls and emails from potential and current clients seeking further information about the Center's programs and services.
- Register all incoming clients to the Center.
- Assure accurate information is recorded in the system.
- Partner with agencies to ensure seamless process for new referrals.
- Provide the client with academic, speech, occupational, and psychology information packets and various necessary forms and paperwork.
- Compile and maintain new client files and documentation.
- Schedule Speech, Occupational, Academic and Psychological Evaluations and Psychological initial appointments.
- Track client services and data and produce required reports in a timely manner.
- Track status of the Center's internal and external referrals and intakes.
- Coordinate assignment and initiation of services with client, program director and staff.
- Attend department and director meetings as requested.
- Provide periodic relief to the receptionist at the front desk.
- Collaborate with the current Client Intake/Information Coordinator for management of intakes and scheduling new clients.

What you'll need:

- Minimum of 1 year experience working in case management preferred.
- Bachelor's degree in Social Work, Psychology or Sociology preferred.
- Demonstrated related experience may substitute for preferred education.
- Knowledge of medical insurance preferred
- Positive and professional attitude.
- Ability to work in a fast-paced environment.
- Strong organizational, prioritization and time management skills.
- Superb verbal and written communication skills and ability to actively listen.
- Self-starter and ability to work independently, while also being able to collaborate with staff and therapists in the center as needed.
• Ability to maintain confidential information and follow HIPPA rules and regulations.
• Experience with business, administration, case management and coordination of care.
• Experience with medical records system, preferably AdvancedMD.
• Knowledge of child development, services available to families, and local resources.
• Proficient in Microsoft Office Suite.

Please send resume and questions to MaryAnn Perkins at m.perkins@laughlincenter.org