

Date Posted: 02/11/13

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Client Relations and Scheduling Coordinator

Employer/Agency: Easter Seals Central Texas

Job Description: In keeping with our mission, we provide exceptional services to ensure that all people with disabilities or special needs and their families have equal opportunities to live, learn, work and play in their communities. We offer competitive pay, a positive work environment, and opportunities to make a difference in the lives of those we serve.

We are seeking a Client Relation and Scheduling Coordinator for our growing department. This position is responsible for the following: 1) Ensuring that all guests/clients are greeted properly when they arrive to the building, 2) Answer the telephone and route calls as appropriate, 3) Perform all clerical tasks as assigned to the front desk, 4) Assist service coordination with intakes and therapists with Spanish interpretation.

Qualifications: Customer service oriented. Medicaid, Medicare, Managed Care and Indemnity insurance experience. Flexibility. Software and computer fluency. Multi-task oriented. Good interpersonal skills. Ability to communicate effectively, verbally and in writing. Demonstrate pro-active problem solving. Ability to work independently. Knowledge of resources for persons with disabilities in Central Texas. Self-motivated. Ability to manage time and resources to accurately complete assignments and projects within the required time frames. Ability to speak Spanish.

EDUCATION & EXPERIENCE

High School Diploma, College graduate preferred and 2 years of business office related work experience. Experience in human services organizations a plus. Must be bilingual in Spanish.

Salary/Hours: DOE

Employer/Agency: Easter Seals of Central Texas
Address: 1611 Headway Circle Building 2
City, State, Zip: Austin, TX

Contact Person: Jennifer Garza

Telephone Number: 512.615.6864
Fax Number: 512.615.7121
Email Address: hresources@eastersealstx.com

Application Method: Submit resumes with salary requirements to hresources@eastersealstx.com or fax to (512) 615-7121

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@CENTRAL.uh.edu with the hiring details of your new job opportunity. Thank you